

CERTIFICATE COURSE IN MS OFFICE AND INTERNET

WHAT IS MS OFFICE AND INTERNET?

In 21st century, the amount of work done is almost half than what it used to be in early centuries. Invention of new technologies has affected our lives in such a way that it's a necessity to know how the work is done virtually. Because it lessens the burden and save time. Microsoft Office is available in 35 different languages and is supported by Windows, Mac and most Linux variants was announced by Bill Gates on August 11988. Used by every person around irrespective of the age and work you do. Internet, connecting us to infinite information in the virtual world. Making our work more easy and effective and efficient.



WHAT ARE THE FUTURE SCOPE OF THE COURSE?

Technical knowledge is the most beneficial since it is the most required thing in your job profile. A person with better understanding in technical aspect is preferred than others in the room.

Anyone expert in this field can ask for salary hike because of their fluency to use MS office since they have a certified knowledge taught by experts themselves. In many cases, such credentials are must to get a job. So, this clears your way and cut the competition for someone who holds expertise in this.

OBJECTIVES OF THE COURSE

- Creating awareness about the technical side of work, maintaining the data in excel sheet, using MS Word, etc. providing an expertise in Microsoft with broader view.
- Establishing base on using MS office fluently.
- To provide basic information and taking a step into the IT world.

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