



BASIC COMPUTER COURSE (BCC)

What you'll learn?

- ✓ Computer Fundamentals
- ✓ MS-Office
- ✓ Usage of Internet
- ✓ Basic HTML
- ✓ Basic Photoshop & More

Learn computer skills with our comprehensive course!

Why Choose BCC?

Choosing a computer course is about investing in yourself and acquiring valuable skills that can benefit you professionally and personally in today's digital driven world.

We are offering the course at affordable fees for our students

For more information contact: 8837452594 (IT Instructor)

COMPUTER FUNDAMENTAL

Introduction, Definition, Characteristic, Function, Application, Classification, Generation, Computer Memory Unit, Components of a computer and windows operating systems.

MS OFFICE (2007, 2010)

- Basic of MS-Word (tools)
- Symbols and Pictures
- Tables
- Working on Header and Footer
- Shortcuts in MS-Word

MS-EXCEL (SPREADSHEET)

- Basic of Excel
- Working on graphics
- Formating a worksheet and charts and other control
- VLOOK and HLOOKUP
- Data table and pivot table
- shortcuts in MS-Excel

MS-POWERPOINT

- Basics of Powerpoint
- Working with text boxes, slides, outlines etc.
- Features of Powerpoint
- Management and design
- Sharing a presentation

HYPER TEXT MARKUP LANGUAGE

- Introduction of HTML
- Writing my First HTML Page, tag, elements,Attributes etc.
- Background image, coloured text and coloured background
- Working with fonts, from designing and management.
- Marquee tag and hyperlinks

PHOTOSHOP (ADOBE PAGEMAKER)

- Introduction
- Benefits of software
- Starting pageMaker
- Toolbox
- Working with text, formatting text and types styles
- Shortcuts keys

NETWORKING

- Fundamentals of data communication and computer
- Networking Reference model
- Transmission Media and Networking Devices
- Internet and it's services
- Network Security
- IP Address
- E-Mails