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Enlightens Your Path

BRILLIANT MAKERS

(A Centre for I.T, Tally and Spoken English)

Geeta Nagar, Near SBI Bank, Rishikesh 🌐 www.brilliantmakers.org

DCA

(Diploma in Computer Applications)

Duration – 6 Months

Daily Classes – 2 H

Course Contents

- 1. Computer Fundamental** (Basics of Computer, Important Definitions, Keyboard Shortcuts, Multi User Handling, File handling, Notepad, Wordpad, Paint, Windows Accessories, Backup & Restore)
- 2. MS Word** - Documentation, Letter Writing, Resume, Etc.
- 3. MS Excel** -Data cleaning, 50+ functions, Graphic & charting, Pivot table, Import & Export Data etc.
- 4. MS PowerPoint** -Photo Album, Animated Presentation, Slide Transitions, Data Presentation, Product Designing etc.
- 5. MS OneNote** – School & Office Notes, Research, Plans, Organize Notes, Etc.
- 6. Designing with MS Publisher** - Pamphlets, Banners, Book Cover, Advertisement & Festive Post, Birthday & Greeting Card etc.
- 7. Basics of Computer Hardwares.**
- 8. Software Installation.**
- 9. Internet** – Email, Search Engine, Social Media, Video Calling, Google Form, Ticket Booking, Web Browsing, PAN Card Services, Govt Portal Service- EPFO, E-Shram, Umang, Digi-locker, Parivahan; Form Filling Etc.
- 10. HTML** – Web Page Development
- 11. Basic Accounting, Maintaining Ledger & Cash Book, Summarizing Accounts.**

Complementary Course with DCA

Hindi Typing, English Typing, Spoken English (Any One)

Special Features

Online Monthly Tests, Mock Sessions, Assignments, PDF Books