



CERTIFICATION IN BASIC COMPUTER

Master's in Basic Computer skills & and take your career to the next level!



WHO CAN JOIN THE COURSE?

- A basic computer course is open to anyone who wants to develop essential computer skills for any age or stream who need digital literacy.
- who need computer skills for managing documents, accounts,
- Many entry-level administrative, data entry, or customer service roles require basic computer skills like typing, using email, and working with simple software.

GIMPLES OF OUR SUCCESSFUL TRANSITIONS



Reviews 4.6 ★★★★★



Reviews

4.8 ★★★★★



Reviews

4.8 ★★★★★



Reviews

4.9 ★★★★★





Duration- 8 Weeks

PROGRAM CURRICULUM-I

- **MS WINDOWS XP - OPERATING SYSTEM**
- Start, Shutdown And Restart Desktop, Icon, Task Bar, Start Menu, Recycle Bin, My Computer, My Documents
- Minimizing, Maximizing, Resizing And Closing Windows
- Files And Folders, Directory Tree, Drives
- Coping / Moving Files Between Folders And Drives
- Renaming, Deleting Files And Folders
- Searching, Finding Files And Folders
- Launching An Application And Closing An Application
- Taskbar – Setting Up / Changing Date And Time
- **MS. PAINT PROCESSING SYSTEM** Opening Ms. Paint Processing Title Bar: - Minimize, Maximize, Close
- Open New File, Open Save File, Save As, Print, Property
- HOME
- Clipboard :- Cut, Copy And Paste Image: - Selection Shape, Selection Option, Crop, Resize, Rotate
- Tools :-Pencil, Eraser, Fill Color, Color Picker, Text Magnifier Shapes :- Brushes, Shapes , Outline, Fill, Size, Colors
- View
- Zoom
- Rule
- Grid line
- Status Bar,



Duration- 8 Weeks

PROGRAM CURRICULUM-II

- Full Screen
- Thumbnail

MS. WORD PROCESSING BASICS

Opening Word Processing Package

- Title Bar , Menu Bar ,Work Sheet Open New File , Open Save File , Save As ,Print, Prepare ,Send Home Clipboard :- Cut, Copy ,Paste And Format Painter
- Font:- Font, Font Size, Bold, Italic, Underline, Strike through, Subscript , Change Case , Text Highlight, Font Color
- Paragraph:- Align (Right, Left, Center, Justify), Decrease And Increase Indent, Line Spacing, Shading, Border, Short
- Style & Editing:- Style, Find, Replace
- Insert

- Pages :- Cover Page, Blank Page, Page Break
- Table:- Insert Table, Draw Table Illustration :-Picture, Clip Art, Smart Art, Chart
- Links :- Hyperlink, Bookmark, Cross- Reference
- Header & Footer :- Header, Footer, Page Number
- Text :- Text Box, Quick Parts, Wordart, Drop Cap, Signature Line, Date & Time, Object
- Symbol :- Equation, Symbol
- Page Layout
- Themes :-Themes, Colors, Font, Effects
- Page Setup :-Margins, Orientation, Size, Columns,
- Page Background :- Watermark, Page Color, Page Borders



Duration- 8 Weeks

PROGRAM CURRICULUM-III

- Arrange :- Position, Bring To Front, Send To Back, Text Wrapping, Align, Group, Rotate References :- Table Of Content Footnote :- Insert Footnote & Endnote
- Citations & Bibliography :- Insert Citation, Bibliography
- Captions :- Insert Caption
- Index :- Mark Entry
- Table Of Authorities :- Mark Citation
- Create :- Envelopes, Labels
- Start Mail Merge :- Start Mail Merge, Select Recipients
- Write & Insert Fields :- Highlight Merge Fields, Address Block, Greeting Line, Insert Merge Field Preview Results
- Finish Merge :- Edit Individual Document, Print Document, Send
 - E- Mail Messages
 - Review
 - Proofing :- Spelling & Grammar, Research, Thesaurus, Translate, Word Count
 - Comments :- New Comment, Delete
 - Tracking :- Track Changes, Balloons,
 - Changes :- Accept, Reject Compare :- Compare, Show Source Document Protect
 - View
 - Document Views :- Print Layout, Full Screen Reading, Web Layout, Outline, Draft
 - Show/Hide :- Ruler, Gridline, Document Map, Thumbnails
 - Zoom :- Zoom, One Page, Two Page, Page Width



Duration- 8 Weeks

PROGRAM CURRICULUM-IV

- Window :- New Window, Arrange All, Split, Switch Window
- Macros

MS. EXCEL

- Creating A New Worksheet
- Home
- Alignment :- Wrap Text, Merge Number
- Styles :- Conditional Formatting, Format As Table, Cell Styles
- Cells :- Insert, Delete, Format Editing :- Autosum, Fill, Clear, Short Filter, Go To Special
- Page Layout
- Print Area , Print Titles, Sheet Option
- Formula
- Sum, Average, Count, Max, Min Sheet :- Mark Sheet, Attendance Sheet, Sale & Purchase Sheet, Loss & Profit Sheet, Stock Inventory, Salary Sheet, Hospital Sheet, Bank Sheet
- Sheet Defined Name :- Defined Name, Use In Formula
- Formula Auditing :- Trace Precedence & Dependence, Remove Arrow, Evaluate Formula, Watch Window
- Calculation :- Calculation Options, Calculate Now & Sheet
- Data
- Get External Data :- From Access, From Web, From Text, From Other Sources, Exiting Connections
- Connections Connections :- Refresh All Connection Properties, Edit Links
- Short & Filter :- Filter, Clear, Reapply, Advance Filter
- Data Tool :- Text To Columns,



Duration- 8 Weeks

PROGRAM CURRICULUM-V

- Remove Duplicate, Data Validation, Consolidate, What-If Analysis
- Outline :- Group, Ungroup,
-
- Subtotal, Show & Hide Details
- Review
- Changes :- Protect Sheet & Workbook, Share Workbook, Allow To Edit Range Track Changes
- View
- Workbook Views:- Normal, Page Layout, Page Break Preview, Custom View, Full Screen Window :- New Window, Arrange All, Freeze Panes, Split, Hide & Unhide, View Side By Side, Synchronous Scrolling, Reset Window, Position, Save Work Space, Switch Window, Macros.
- **MS POWERPOINT**
- Creating A New Presentation Home
- Slides :- New Slide, Layout, Reset, Delete
- Font :- Text Shadow, Character Spacing
- Paragraph :- Text Direction, Align Text , Convert To Smart Art Drawing :- Text Box, Arrange, Quick Styles, Shape Fill, Shape Outline, Shape Effects
- Insert
- Illustration :- Photo Album
- Links :- Action
- Text :- Date And Time, Slide Number Media Clip :- Movie, Sound
- Design
- Themes :- Color, Fonts, Effects Background :- Background



Duration- 8 Weeks

PROGRAM CURRICULUM-VI

- Style, Hide Back Ground Graphics
 - Animations
 - Animation, Custom Animation
 - Transition To This Slide :-
Transition Sound
 - Transition Speed, Advance Slide
 - Show Slide
 - Start Slide Show :- From Beginning, From Current Slide, Custom Slide Show
 - Setup :- Setup Slide Show, Hide Slide, Record Narration, Rehearse Timings,
 - Monitors :- Resolution, Show Presentation View
 - Normal, Slide Sorter, Note Page, Slide Show, Slide Master, Handout Master, Notes Master, Color / Grayscale :- Color, Grayscale,
- Poure Black And White Macros
- **Social Sites Account Creation**
Create Gmail Account and Manage Facebook account creation and manage Twitter account creation and manage Linkedin account creation and manage Youtube account creation and manage

ZENUS CAREER SERVICES



Career-oriented Session

Attend 10+ career-oriented session by industry mentors and prepare your career trajectory



Profile Building

Basic Computer resume and LinkedIn profile to make an impression on top employers



Dedicated Job Portal Access

Get exclusive access to 20+* job posting per month on Zenus's job portal



Mock Interview Preparation

prepare with mock interviews including most asked question by top employers



1:1 Mentoring Session

Get 1:1 guidance at every step in your career transition to Basic Computer



Placement Assistance

Placement opportunities are provided once the learner is moved to the placement pool upon clearing Placement Readiness Test(PRT)**

NO. 1 AWARD WINNING TRAINING COMPANY



Awarded By Ex-Indian Cricketer
Chetan Sharma Sir



Awarded By Ex-Indian Cricketer
Sandip Patil Sir

VISIT US



Zenus Infotech India Pvt. Ltd.



S-11, Gate-1, Avas Vikas , Opposit BSNL
Telephone Exchange, Roorkee



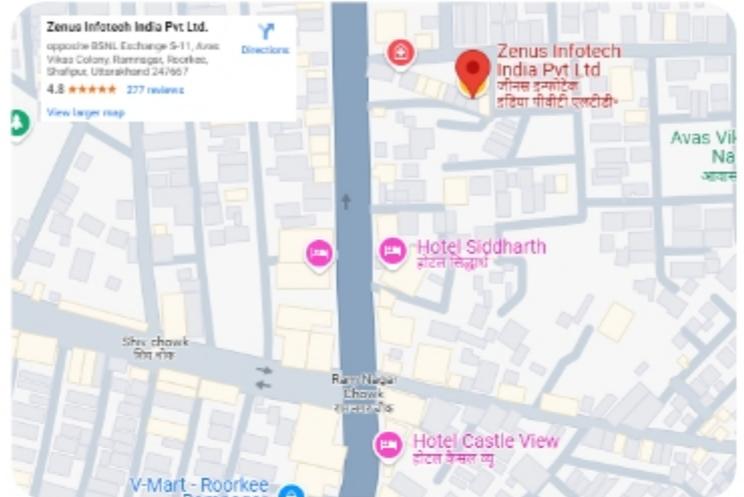
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STUDENT TESTIMONIALS

Shivant Tyagi

★★★★★



Our experince with ZENUS INFOTECH has been very good. its the best company in india for industrial training and placements.

Abdul Raouf

★★★★★



Good teches.And Good teacher .Zenus teacher is helping person that solve the asking question .Zenus is a wonderful platform

Piyush Kumar

★★★★★



I feel my self with a great weight of knowledge after doing training from Zenus Infotech

Prabhat Saini

★★★★★



Extremely nice atmosphere to learn softwares and knowledgeable and helpful faculty with great experience.

Sumit Pant

★★★★★



Highly skilled staffs well as good place to work ..the faculties are very good teachers

Ishant Chauhan

★★★★★



Highly experienced and project oriented training received with full support from the trainer. Thanks Zenus Infotech

