



opportunity ! opportunity ! opportunity !

आप को मिलेगा St.augustine college
में पढ़ाई के साथ साथ computer की
sikhsha और उसके साथ साथ skills जो
की आगे जा कर आपका भविष्य बनेगा ।



Skills



Computer
training



Certificate

और जानकारी के लिए सम्पर्क करे



ST.AUGUSTINE COLLEGE MANOHARPUR , JHARKHAND

ACTING PRINCIPAL
ST. AUGUSTINE'S COLLEGE
MANOHARPUR, W. SINGHBHUM

eit
EDUCATION

COMPUTER EDUCATION

Assoisate with



School Register No. 1B

Hindu
Mohammaden
Others

Register of Daily

Class Computer Sec.

[illegible]

Attendance of Students

Month of Aug 2022

No. of Free Students :
No. of Half Free Student :

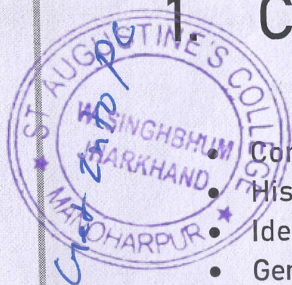
Average daily attendance :
Percentage of attendance :
Total No. of working days :

[illegible]

Signature _____

Class Teacher

School Register No. 1B	Hindu	Mohammaden	Others	Total
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1. Computer Fundamentals (Day 01)

- Computer Basics
- History of Computer
- Identify Hardware in Computer
- Generation of Computer
- Types of Computer
- Processor Identification
- Types of RAM used in computer
- Types of Output Devices
- Types of Input Devices
- Q&A Session



COMPUTER EDUCATION

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OFFER**

Course Fees: ₹7,500/-
Offer Price: ₹550/-

2. Windows (Day 02)

- Start button
- Program
- Document
- Setting
- Find
- Run
- Shut down
- Log out
- Desktop
- Icon
- Taskbar
- Desktop setting
- Control Panel
- Accessories & Multimedia
- Wordpad
- Q&A Session

Sambhu Pradhan

7978607728

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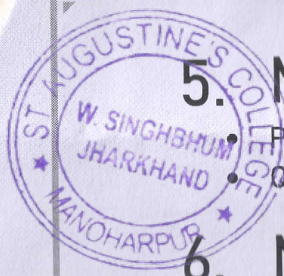
3. Microsoft Office Word (Day 03)

- Document Navigation Tips & Manipulating Text
- Formatting characters & paragraphs
- Themes and Templates & Quick Parts
- Quick parts & Preparing Documents for printing
- Q & A session

4. Microsoft Office Word (Day 04)

- Links, Headers, and Footers & References
- Mail merge & Visual content
- Reviewing Documents
- Q & A session

Sambhu Pradhan

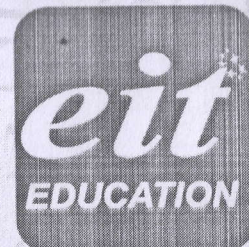


5. Microsoft Office Word

- Protecting and sharing Documents
- Q & A Session

6. Microsoft Office Excel (Day 05)

- Introduction
- Entering, Editing and Formatting Data
- Formatting Numbers
- Managing Worksheets
- Modifying Rows and Columns



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7. Microsoft Office Excel

- Changing Views
- Q & A Session

8. Microsoft Office Excel (Day 06)

- Conditional Formatting
- Tables
- Data Tools
- Referencing Formulas
- Ranges and Dates
- Q & A session

Course Fees: ₹7,500/-
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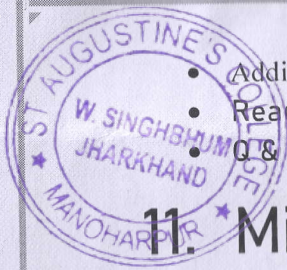
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9. Microsoft Office PPT (Day 07)

- Introduction
- Applying Themes and Layouts to Slides
- Working with Objects
- Entering, Editing, and Formatting Text
- Outline View and Proofing Presentations
- Inserting Pictures, Graphics, Shapes, and Other Things
- Printing, Sharing, and Exporting Slides
- Working with Master Slides
- Adding Transitions and Animation
- Q & A Session

10. Microsoft Office PPT (Day 08)

- Adding Sound and Video
- Charts
- Inserting Pictures
- Inserting Graphics
- Inserting Shapes
- Inserting Pictures, Graphics, Shapes, and Other Things



- Adding Notes
- Reading Notes
- Q & A Session

11. Microsoft Office PPT (Day 09)

- Font Color
- Background Color
- Q & A Session



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12. Internet (Day 10)

- Basic of Computer Networks
- Local Area Network (LAN)
- Wide Area Network (WAN)

13. Internet (Day 11)

- Concept of Internet
- Applications of Internet
- Troubleshooting

Course Fees: ₹7,500/-
Offer Price: ₹550/-

14. Internet (Day 12)

- World Wide Web (WWW)
- Web Browsing Software
- Search Engines
- Surfing the web

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15. Q & A (Day 13)

- Threats to computer

16. Group Discussion (Day 14)

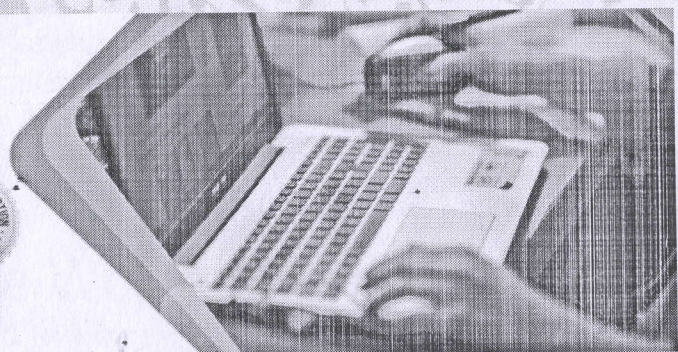
- Cyber-crime and Computer ethics

17. Certificate Distribution (Day 15)

- Cyber law and Importance

**LEARN BASICS OF COMPUTER
FROM EXPERTS**

- ▶ 23+ Years of Teaching Experience
- ▶ 100% Placement Assistance
- ▶ Industrial Standard Syllabus
- ▶ Daily Doubt Session
- ▶ Daily Assignments
- ▶ Live Project Based Training
- ▶ Quality Training in Computer Basic





CERTIFICATE OF ACHIEVEMENT

A UNIT OF PADMALAYA EDUCATIONAL TRUST



Registration No: 41711301528

Ref Id: **RWIEL**
E-Receipt, Reg Status, Admit Card & Paydetails
can be obtained from student section at eit-education.com

EMERGING INFORMATION TECHNOLOGY & TRAINING

Registered under Public Charitable Trust Act 1882 Govt of India

This Certificate accredits that

Asha Kachhap

has successfully completed the following course

EIT Certified Digital Professional

From **16-08-2022** To **16-11-2022**



By Securing **70%** percentage. Grade: **"A"**
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MANOHARPUR, W. SINGHBHUM

Certificate verified by H.O



20-01-2023
Date of Issue

23MAN03A001
Certificate No

I.D. No. **D450822-001**

ALC Code. **ALC-MAN-003**



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Further clarification regarding the scope of this certificate and its applicability may be obtained by consulting the organization or visit us at www.eit-education.com/certificate-verify.php
EIT COMPUTER EDUCATION is registered to ICMC for Quality Management Systems which complies with the requirements of ISO 9001:2015 Reg.No: 61702103



Director
EIT Education

LEGEND

% Marks	Grade	Interpretation
50-59.9	C	Satisfactory
60-69.9	B	Fair
70-79.9	A	Good
80-100	A+	Excellent



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Registration No: 41711301528

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Registered under Public Charitable Trust Act 1882 Govt of India

This Certificate accredits that

Usha Tuti

has successfully completed the following course

EIT Certified Digital Professional

From **22-08-2022** To **22-11-2022**



By Securing **64%** percentage. Grade: **"B"**
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ST. AUGUSTINE'S COLLEGE
MANOHARPUR, W. SINGHBHUM
Principal St. Augustine College

Certificate verified by H.O



20-01-2023
Date of Issue

23MAN03A001
Certificate No

I.D. No. **D450822-002**

ALC Code. **ALC-MAN-003**



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