



Certificate in Artificial Intelligence & MS-Office

Duration: 60 Hrs.

Course Highlights:

- Computer Fundamentals & IT System Overview
- Overview of Operating System
- Hardware and Software
- Artificial Intelligence
- Cyber Security
- WordPad
- Notepad
- MS-Paint
- File Save
- Folder Creation and Move
- Windows
- Tools
- Overview of MS-Word
- Cut, Copy, Paste
- Format Painter
- Table Structure in Word
- Illustration
- Table of Content
- Paragraph
- Mail Merge, Macro
- Concept of PowerPoint
- Applying Design in Slide
- Transition
- Animation
- Slide Timing
- Trigger Animation
- Slide Show with Laser
- Image and Video Play
- Spreadsheet Fundamental
- Basic Function
- Format as Table
- Worksheet Operation
- Charts Preparation
- Internet Technology
- Cloud Computing and Storage

Final Project

Above mentioned topics will be covered in detail during training sessions.