

Woaseue Training

Course Name : MS Office Executive

Course Duration – 1.5 Months

Total Class - 45

Course Description :

» Computer Fundamental. » Microsoft Word. » Microsoft Excel. » Microsoft Power Point. » Microsoft Access. » Microsoft Office professional 2007. » Windows. » Type Practice (English). » Type Practice (Bangla). » Project Work - - 1. » Project Work - - 2. » Paint. » Picture Editing. » Data Security & Folder Lock System. » Basic Software Setup & Remove. » Basic Trouble Shooting. » Internal Fundamental. » Email & Attach. » Browsing & File Download. » Data Base Management system. » Skype of Video Share, Chatting Face book Use. » Project Work - - 3. » Basic Hardware & Troubleshooting. » Windows Configuration. » Local Area Network. » Lan Setup. » Printer Sharing. » Hub/Switch. » Cable Setup. » Computer Share. » Data Security & Sharing. » Basic Computer Assembling. » Basic Computer Disassembling. » Inter Face Problem. » Pariprachils Problem. » Software Setup & Remove. » CD-Write. » Data Backup & Access. » Data Base Management System. » Examination.

Course Fee

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TK 4000

NB : The certificate is approved by the Government of Bangladesh.