

ADVANCED BUSINESS MANAGEMENT

ISO 9001:2015 Certified

Enroll Today !

Use of Laser Printer / Cable / Remove the Files & Folders, Use of Pen Drive.



Computer Multimedial :

Introduction to computer with Windows & its applications. File, Search files, Side-Bar, Control Panel etc. More Practical Projects.



MS-Office (Word-Point) :

Word Processing, Applying & Analyzing Financial & Cost Statements with Reports with More Practical Projects.



MS-Office (Excel) :

Introduction to Spreadsheet, Working Online Documents & All Type of Reports with More Practical Projects.



Computer Fundamental :

Introduction to computer with Windows & its applications, Windows, My Computer, Any documents, Recycle Bin, Find Files, View Pad, Move pad, Copy pad.



MS-Office Over-Point :

Use of Side Applications & Presentation & Presentation with More Practical Projects.



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Contact :

Branch : 9-F-43, Mahaveer Nagar III, Opp. Swami Vivekanand School, Kota
Corporate Office : 9-F-43, Mahaveer Nagar III, Opp. Swami Vivekanand School, Kota
Branch : 9829093851, 8829022111
Email : gf-43, Mahaveer Nagar III, Opp. Swami Vivekanand School, Kota
Contact : 9829093851, 6375829123, 6375829123 (Branch)