

ISO 9001:2015 Certified

Softcom Computer Institute



Corporate Office :

Kalawati Paliwal Market,
Gumanpura, Kota



Branch :

9-F-43, Mahaveer Nagar III,
Opp. Swami Vivekanand School,
Kota



Contact :

9829093851, 8829022111,
6375829123 (Branch)

Data Entry / Computer Operator

एक ऐसा कोर्स जो हर कोई सीख सकता है।

Duration
4 Months



Computer Fundamental

Windows, My Computer, My Documents,
Recycle Bin, Find Files, Paint-Brush,
Word Pad, Internet & more.



MS-Office (MS-Excel)

Its Application in Preparing & Analyzing
Financial & Cost Statements with
More Practical Projects.



MS-Office (Power-Point)

Its for Slide Preparation & Presentation with
More Practical Projects.



Internet

Open the web Side, Search the Side, Create
the E-mail, Open the E-mail, Send &
Received the Mail with the Attachment & more.



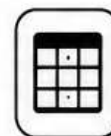
Computerised Typing (Hindi & English both)

Complete knowledge of Hindi & English with
good typing speed.



MS-Office (MS-Excel)

Its Application in Preparing & Analyzing
Financial & Cost Statements with
More Practical Projects.



Computer Multimedia

Use of Laser Printer, Create / Remove
the Files & Folder, Use of Pen Drive, Web
Cam & more.



Tally Financial Accounting

Cash Book, Bank Book, Purchase-Sales Register,
Journal Register, Trial Balance, Profit & Loss A/c,
Balance Sheet.

Practical Training & Presentation with More Practical Projects.