

▶ **Advance Diploma In Computer Application**

Duration-6 Months

Basic Knowledge of Computer

Operating System windows

1. File Folder Management
2. Desktop & start Menu
3. Applications
4. System Utilities
5. Explorer

★ **MS-Office/WORD**

Font, Bullets & Numbering, Auto Text,
Mail Merge, Template.....

Excel

Solver, Chart, Data Validation,

Account Maintain

Power Point

Design Template, Slide Sorter

Custom Animation.....

★ **C Programming**

PLT

I/O Statements

Operator

Control Statements

Arrays * Pointers * Function

Structures

Union

Dynamic Memory Allocation

★ **Internet**

Connectivity

Browser

Outlook Express

E-mail.