

**1** No. **Leading**  
National Brand in  
Computer Training

**RAJ**  
We make IT happen  
Since 1996

**RAJ COMPUTERS  
ACADEMY**

A Div. Of : Raj Software Technology (INDIA) Ltd.

AN ISO 9001 : 2015 CERTIFIED COMPANY

**26**  
YEARS



Learn Top  
**Job Essential SKILLS**

SM  
**Office  
Automation Pro**

Duration: 2 Months

करिअर बनाने में आप का सच्चा साथी<sup>SM</sup>

### Program Contents

#### Advance MS Office

Computer Fundamentals  
How to use Windows Efficiently  
Working with Ms-Word

Working with Ms-Excel  
Ms Excel (Advance)  
Working with Ms-PowerPoint  
Adv. Presentation Techniques

Various ways to connect Internet  
Using Internet efficiently  
Social Networking