MATRIX COMPUTERS

RS-CIT

(Rajasthan State Certificate Course in Information Technology)

Director
Mr. Kamal Bhatia
94142-44351

Mansarovar Branch:-

10/564, Kaveri Path, Opp

Kaveri Apartment New K.L.

Stadium Mansarovar, Jaipur-20

94149-30104, 94147-52750

www.matrixcomputers.in

matrixcomputers.in@gmail.com

Pratap Nagar Branch:-

83/141, Haldighati Marg,

Opp. Duckling School,

Near Jaipur GYM, Pratap

Nagar, Jaipur-33

RS-CIT

Prerequisites: Desire to learn and have fun with Computers.

Fees: ₹ 3350/-   Duration: 90 hours

☑ **Fundamentals of computers**
  ✳ What's Computer?
  ✳ Types of Computer
  ✳ History of computer
  ✳ How to on & off Computer
  ✳ What is booting?
☑ **Working with Microsoft windows 10**
  ✳ Operating system (PC & Mobile)
  ✳ Control Panel Settings
  ✳ Run program with Run Dialog box
  ✳ Extension of Programs
  ✳ Working with notepad & WordPad
☑ **Microsoft Word 2010**
  ✳ Application, Letters Drafting
  ✳ Page & Paragraph settings
  ✳ Mail merge
  ✳ Envelope & labels
  ✳ Tables, Columns, Watermark
  ✳ Make different types of graphic
  ✳ Linking etc.
☑ **Microsoft Excel 2010**
  ✳ Workbook & Worksheet
  ✳ Salary Report, Student Report
  ✳ Sort & Filter
  ✳ Page Settings
  ✳ Functions & Formulas
  ✳ Chart
☑ **Microsoft Power Point 2010**
  ✳ What's is Presentation
  ✳ Slide intro & Slide View
  ✳ Slide Transition Effect's
  ✳ Slide Animation
  ✳ Audio & Video Effects
  ✳ Header & Footer, Slide Number
  ✳ Action Button, Rehearse Timings

Branch I: 10/564 Kaveri Path, Mansarovar, Jaipur 20.
Branch II: 83/141, Haldi Ghati Marg, Pratap Nagar, Jaipur 33

* Slide Show with video

☑ **Microsoft Access**
  * What's is Access
  * How to create a database

☑ **Internet**
  * E-Mail, Use of Social Networking Sites.
  * RSRTC (roadways), Railway ticket, flight & bus ticket.
  * Online shopping, audio & video Downloads, educational websites
  * Result, online form, cloud storage, online Jobs
  * Govt Official Websites e.g. AAdhar card, License, Bhamashah etc.
  * Digital Payment & Platforms

☑ **Multimedia & Smart Phone**
  * Songs, Movies play
  * CD/DVD Writing
  * Using Web Camera
  * Printer, Scanner and Pen Drive
  * Transfer data from mobile to pc

☑ **Hardware & Software**
  * Overview of Computer Parts with deep knowledge
  * Types of Software
  * Windows and MS office Installation

☑ **Cyber Securites**
  * DNS Poisoning
  * Phishing Attack
  * Denial of Service ETC.

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