

Maa Uma Electronic Training Institute

M.S. OFFICE

Expertise in Microsoft office

Duration: 3 months

Timing: 2 Hrs/Day

Syllabus:

- **Fundamental:**
- **Basic**
- **M.S. Office**

Detailed Syllabus:

- **Fundamental**
 - Fundamental of Computer.
- **Basic :**
 - M.S. Dos 6.22
 - M.S. windows 98
- **M.S. Office :**
 - M.S. Office 2000(word, excel, power point & flowchart.)

Head Office: 13 Jahangirabad, Near Charak Hospital, Bhopal (M.P.)

Contact No.: 0755-4285162

Branches: Bhopal, Indore, Dabra