**COURSES DURATION ELIGIBILITY FEE**

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MS-WORD……………………………………………………………………………………………………………………

MS-EXCEL……………………………………………………………………………………………………………………………

MS-POWERPOINT …………………………………………………………………………………………………………………

**MS-WORD**

MS-WORD IS an application software which is basically used for documentation .it provides so many tools design our document.

**MS -EXCEL**

Ms excel is an application software which is basically used for mathematical calculation .it provides so many functions or formula to so.

**MS POWERPOINT**

Ms POWERPOINT is an application software is basically used to making the effective PRESENGTATION with beautiful text images and effects.

1 the software which is developed for an specific task or work

2 the pictorial format of any object