DITDE
Diploma in IT & Data Entry

DURATION: 6 MONTH

Eligibility : 10th   Code No. : SPG-R-860323

➤ Computer Fundamental & O.S
➤ MS-Office (MS-Word, MS-Excel, MS-Power Point, MS-Access)
➤ Entertainment & Internet & e-mailing
➤ Enhancing Key Depression (Finger setting on Keypad,
   Enhancing Typing Speed, Accuracy measurement)
➤ Windows Operating (File, Folder, Drive handling,
   CD & DVD Writer, Pen Drive & Memory Card use)