CBIT

Certificate in Basic Information Technology

DURATION: 6 MONTH

Eligibility : 10th   Code No. : DIG-R-860322

➤ Computer Fundamental & O.S.

➤ Windows Operating (File Folder, Drive Handling,
  CD & DVD Write, Pen Drive & Memory Card use)
  MS-Office (MS-Word, MS-Excel, MS-Power Point, MS-Access)

➤ Entertainment

➤ Internet & Emailing (Software, Browsing, Mail Receive & Send,
  Create a Personal Account, Chatting)

➤ Enhancing Key Depression (Finger Setting on Keypad,
  Enhancing Typing Speed, Accuracy Measurement)