

BASIC COMPUTING AND HARDWARE TRAINING

1. Computer Basics for adults
2. Computer Basics for children
3. Computer Basics for house wives
4. PC Maintenance and Troubleshooting
5. Microsoft Windows and Office
6. Windows XP Basics
7. Windows 7 Basics
8. Microsoft Excel (Basic)
9. Microsoft Excel (Intermediate)
10. Microsoft Excel (Advanced)
11. Microsoft Word (Basic)
12. Microsoft Word (Intermediate)
13. Microsoft Word (Advanced)
14. Microsoft PowerPoint (Basic)
15. Microsoft PowerPoint (Intermediate)
16. Microsoft PowerPoint (Advanced)
17. Microsoft Access (Basic)
18. Microsoft Access (Intermediate)
19. Microsoft Access (Advanced)
20. Effective Presentation using PowerPoint
21. Microsoft PowerPoint 2007 and Excel 2007 Integration Course



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DESIGNING OF WEBSITE AND RELATED SOFTWARE

1. Designing Websites
2. Creating Presentation and Animation using Flash (CS5)
3. Developing Website using Flash (CS5)
4. Photoshop for the Beginner
5. Photoshop Editing Photo
6. Photoshop Creating Graphics and Picture for the Web
7. Photoshop Selection Technique
8. Illustrator for the Beginner
9. Illustrator Working with Gradient Mesh Tool
10. Illustrator Live Tracing
11. Illustrator Creating Banners and Fliers
12. Dreamweaver creating Websites
13. Fireworks Creating Graphics for the Web



SOFT SKILLS TRAINING

1. Time Management
2. Stress Management
3. Manager as a Coach
4. Supervisory Skills

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