

Advanced Computer Applications (ACA)

Course Code : ACA

Course Duration : 2 Weeks

Course Time : 09:00 - 17:00

Course Language : English; Nepali

This is a two-week training course. The training requires full time attendance and active participation of all participants. The course language will be mainly English and whenever necessary Nepali explanation will be given.

Word.

Design worksheet in MS-Excel.

Create charts, graphs using MS-Excel.

Design presentation slides using MS-PowerPoint.

Present information with Multi Media Projector and MS-PowerPoint.

Find the instructional material through the Internet.

Course Cost :

Course Overview : Course Goal :

Design effective messages and information for improved communications.

Create and format documents using advanced features of MS-