

Company Logo

Information and Technology Institute

<https://itechinstitute.org/>

info@itechinstitute.org

01937003532

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About This Training

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Curriculum

#	Topic	Description
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1

Computer

System

Computer System, Introduction to Computer, (Introduction to Computer) Generation of Computer, (Generation of Computer) (Analog, Digital, Hybrid) (Data) (Information Technology)-, (Computer Hardware) CPU, Motherboard, RAM, ROM, Hard Disk/SSD Monitor, Keyboard, Mouse, Printer, Scanner UPS, (USB, HDMI, LAN) (Computer Software) System Software Application Software Operating System-Utility Software Antivirus Windows Operating System Windows Desktop Interface Start Menu, Taskbar Notification Area Control Panel Settings User Account Password Management Date, Time Language Settings Device Printer Management Keyboard Shortcut Keys System Tools (Calculator, Notepad, Paint, Snipping Tool) Windows Security Basic Troubleshooting (File & Folder Management) File Folder

MS Word, MS Excel, MS PowerPoint

Microsoft Word MS Word

Text Formatting (Font, Size, Color, Style) Paragraph Formatting

Bullets, Numbering Multi-level List Table

Header, Footer Page Number

Picture, Shape, Symbol SmartArt

Mail Merge Print Preview

Printing Microsoft Excel Excel Interface

Workbook Worksheet

Row, Column Cell Management Cell Formatting

Number Format Basic Formula Functions SUM() AVERAGE() MAX() MIN() COUNT() AutoFill Flash Fill Table Data Sorting Filter

Basic Data Analysis Chart Graph

Microsoft PowerPoint

Presentation Slide Layout

Design Theme Template Text, Image, Table Chart SmartArt Icon

Audio Video Animation

Transition Effect Slide Show Presentation Setup

Project Presentation

(Application)

(CV/Resume)

(Office Order) (Notice)

(Memorandum)

(Meeting Minutes)

(Report Writing)

Information Technology, Unit - Information Technology

Information Technology Information Technology

Information Technology Information Technology

Information Technology (WWW)

Web Browser (Google Chrome, Microsoft Edge, Mozilla Firefox)

Website, URL Domain

Information Technology Information Technology

Information Technology - Information Technology

(E-mail Management) - Information Technology

(Gmail) Information Technology - Information Technology

Information Technology Information Technology

Information Technology, Information Technology

CC, BCC Reply/Reply All-

Information Technology, Information Technology

Attachment Information Technology

Signature Information Technology

Folder, Label Archive

Information Technology - Information Technology

(E-mail Etiquette) Information Technology

(Online Application) Information Technology

(Registration) Information Technology

(Job Application) Information Technology

Information Technology Information Technology

CV, Information Technology

Information Technology Information Technology

Information Technology Information Technology

Information Technology Information Technology

Information Technology Information Technology

Google Search

Information Technology Information Technology

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Fees

Regular: Tk. 6,000.00

Current: **Tk. 3,000.00**

Company Information

Information and Technology Institute

Jashore, Bangladesh

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Generated on: 16 Sep 2026, 21:13 PM

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