

NATIONAL INSTITUTE OF ELECTRONIC AND INFORMATION TECHNOLOGY (NIELIT)
An Autonomous Scientific Society of Ministry of Electronics and Information Technology Govt. of India
Delhi Centre

CERTIFICATE COURSE IN OFFICE AUTOMATION

Pre-requisite: Working knowledge of Computer

Duration: 40 Hours

Course Outline:

1. Basic Computer Anatomy
2. Using Word Processing Tools
3. Working with Spreadsheet Package
4. Designing using Presentation Package

Admission Process: Apply Online at- <https://onlineapply.nielit.in/>

Course Fees: Rs. 2000/- inclusive 18% GST

Course Highlight:

- ✓ Well structured course & hands on practice session
- ✓ Soft copy and PPTs of course contents will be shared
- ✓ Module wise assignments for practice
- ✓ Assessment at completion of course
- ✓ Digitally signed E-Certificate on completion of training

NIELIT Delhi Centre, Janakpuri

16/1-2, Institutional Area, Pankha Road, Near
Sagarpur Police Station, D Block, Janakpuri, New
Delhi 110058 Ph: 011-49878223, 9891555904
Email: swdelhi-trg@nielit.gov.in

NIELIT Delhi Centre, Inderlok

2nd Floor, Parsvnath Metro Mall, Inderlok
Metro Station, Inderlok, Delhi- 110052
Ph: 8447795337, 9220775357, 011-23644849
Email: delhi.training@nielit.gov.in

NIELIT Delhi Centre, Karkardooma

30X, FC-18, Institutional Area, Near Kendriya
Vidyalaya, Karkardooma, Delhi-110092
Ph: 011-20824140, 7042864055
Email: eastdelhi@nielit.gov.in