

**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:** 80 Hours

**Course Outline:**

1. Basic Computer Anatomy
2. Using Word Processing Tools
3. Working with Spreadsheet Package
4. Designing using Presentation Package
5. Overview of Internet concepts and WWW
6. E-mail, Social Networking
7. Overview of e-Governance Services
8. Introduction to Cyber Security

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

**Course Fees:** Rs. 4000/- 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

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