



ज्ञानेन दिप्तो भवः

Illuminate your life with knowledge

JIPS

(JASWIK INSTITUTION OF PROFESSIONAL STUDIES)

Earning While Learning

The Best Learning Experience in your Area



**An ISO 9001:2015
Certified organization**

REGISTERED UNDER MINISTRY OF MSME

GOVT OF INDIA



भारत में पहली बार COURSE
करते करते नौकरी पाये....

www.jaswikinstitutions



**CERTIFICATE
6 MONTHS....**

तीन महीने बाद Internship के दौरान
stipend earn करें.....

COURSE DETAILS

MICROSOFT WORD

- . TEXT FORMATING**
- . Page Layout**
- . Tables and Columns**
- . Graphics and Multimedia**
- . Document Organization**
- . Mail Merge**
- . Review and Collaboration**
- . Advanced Formatting**
- . Automation and Macros**
- . Integration with Other Office Applications**

POWER POINT

- . Slide Basics**
- . Text Formatting**
- . Multimedia and Graphics**
- . Slide Transitions and Animations**
- . Master Slides and Templates**
- . Data Presentation**
- . Speaker Notes and Handouts**
- . Collaboration and Sharing**
- . Advanced Features**
- . Integration with Other Office Applications**

EXCEL

- . Data Entry and Formatting**
- . Formulas and Functions**
- . Data Management**
- . Charts and Graphs**
- . Tables and PivotTables**
- . Advanced Functions**
- . Data Analysis Tools**
- . Automation with Macros**
- . Collaboration and Sharing**

TYPING

- . Touch Typing Basics**
- . Building Typing Speed**
- . Special Characters and Symbols**
- . Typing Drills and Challenges**
- . Ergonomics and Health**
- . Advanced Techniques**
- . Practice and Application**
- . Final Assessment and Progress
Review**

LIST OF COURSE

- . MS OFFICE**
- . ADVANCE MS EXCEL**
- . TALLY WITH GST**
- . PURCHASE MASTER**
- . RETAIL MANAGEMENT**
- . DATA ANALYSIS + SCIENCE**
- . DIGITAL MARKETING**
- . GRAPHIC DESIGNING**
- . WEB DESIGNING**
- . SALES MASTER**
- . WEB DEVELOPMENT**
- . ARTIFICIAL INTELLIGENCE**
- . ETHICAL HACKING**
- . VIDEO EDITING**
- . DATA ENTRY**
- . CALL CENTRE TRAINING AND
ENGLISH SPEAKING**
- . GEM (GOVERNMENT E
MARKETING)**

ACADEMIC SUPPORT

**10TH & 12TH. NIOS.
Graduation
Post Graduation.**

**An ISO 9001:2015
Certified Organization
REGISTERED UNDER
MINISTRY OF MSME.
GOVT OF INDIA**

FOR MORE INFORMATION



9319198586,9319198588

H.O DLF-6 302



**3RD FLOOR MOTI,NAGAR
NEW DELHI, 110015**