

VANDANA COMPUTER EDUCATION

REG. OFF. ADD.: - 09/A, STREET NO.08, SECTOR-01, BHILAI, DIST-DURG, C.G. 490001

Registered Under Ministry of Micro, Small & Medium Enterprises Govt. of India
UDYAM REG NO. UDYAM-CG-05-0051765

COURSE NAME	COMPUTER HINDI & ENGLISH TYPING
COURSE DURATION	06 MONTHS
COURSE QUALIFICATION	MINIMUM - 10TH & 12TH

COURSE CONTENTS

ENGLISH TYPING

1. Fundamental of Computer - Theory

1. What is a Computer
2. Input & Output Device
3. Hardware & Software

2. Basic Knowledge Of Keyboard

1. Page Setup
2. Page Formatting
3. Finger Position
4. Keyboard Layout
5. Word Drills
6. Alphabet Practice

3. Keys Words Practice

1. Home Row Practice
2. Bottom Row Practice
3. Upper Row Practice
4. Home & Top Row Practice
5. Home & Bottom Row Practice
6. All Mix Row Practice
7. Short Sentence Practice
8. With Shift & Without Shift Practice

4. Paragraph Practice

1. Short Paragraph Practice
2. Long Paragraph Practice
3. Speed Practice

5. Application/Letter Typing

1. Simple Letter Writting
2. Speed Letter Writting

HINDI TYPING

1. Basic Knowledge Of Keyboard

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2. Page Formatting
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5. Word Drills
6. Alphabet Practice

2. Keys Words Practice

1. Home Row Practice
2. Bottom Row Practice
3. Upper Row Practice
4. Home & Top Row Practice
5. Home & Bottom Row Practice
6. All Mix Row Practice
7. Shortcut Key Practice
8. Short Sentence Practice
9. With Shift & Without Shift Practice

3. Paragraph Practice

1. Short Paragraph Practice
2. Long Paragraph Practice
3. Speed Practice

4. Application/Letter Typing

1. Simple Letter Writting
2. Speed Letter Writting