

2 MONTHS CERTIFICATE COURSE

ADVANCED COMPUTER & DIGITAL SKILLS CERTIFICATION

LEARN. PRACTICE. APPLY. SUCCEED.

Master essential computer skills, MS Office, Google Workspace, AI tools, online services, government portals and practical office workflows through hands-on training.



EXPERT MENTORS



HANDS-ON PROJECTS



CERTIFICATE ON COMPLETION



ONLINE & OFFLINE CLASSES

COURSE HIGHLIGHTS



COMPUTER FUNDAMENTALS
Build strong computer basics and digital confidence.



MS WORD MASTERY
Create, format and design professional documents.



EXCEL EXCELLENCE
Work with formulas, data, charts and automation.



POWERPOINT PRESENTATIONS
Create impactful presentations and visual slides.



GOOGLE WORKSPACE
Docs, Sheets, Slides, Drive, Forms, Meet and more.



AI TOOLS FOR PRODUCTIVITY
Use AI tools to work faster and smarter everyday.



PDF & FILE MANAGEMENT
Convert, compress, merge, split and secure your files.



ONLINE SERVICES & GOVERNMENT
Use e-Governance portals and digital services.



PRACTICAL WORKPLACE SKILLS
Communication, documentation and office workflows.

TOOLS YOU'LL MASTER



Windows



Word



Excel



PowerPoint



Docs



Sheets



Slides



Drive



Gmail



Forms



Meet



Calendar



Canva



ChatGPT



Adobe Acrobat



DigiLocker



Screen Capture



File Explorer



ZIP / Compression



Antivirus



Web Browser



Printing

ENROLL NOW

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Empowering students with practical skills, modern tools and industry-ready training to build successful careers.

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SCAN TO KNOW MORE



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MASTER DIGITAL SKILLS & BUILD A **SUCCESSFUL** CAREER IN OFFICE ADMINISTRATION



LEARN FROM INDUSTRY EXPERTS



HANDS-ON PRACTICAL TRAINING



CERTIFICATE ON COMPLETION



INTERNSHIP & PLACEMENT ASSISTANCE



REAL-WORLD PROJECTS & PORTFOLIO DEVELOPMENT



COMPREHENSIVE CURRICULUM

01



COMPUTER FOUNDATION

Computer basics, hardware, OS, typing, files & folders, system overview.

02



SYSTEM CONTROL

Windows settings, display, desktop management and system control.

03



INTERNET & COMMUNICATION

Browser mastery, email, online communication, safety, capture tools and downloads.

04



MS WORD MASTERY

Document creation, formatting, tables, images, layouts and professional documents.

05



MS EXCEL EXPERT

Data entry, formulas, functions, charts, sorting, filtering and calculations.

06



POWERPOINT & GOOGLE WORKSPACE

Presentations, Google Docs, Sheets, Slides, Drive, Meet, Forms, Calendar and sharing.

07



AI TOOLS, FILE UTILITIES & ONLINE PRESENCE

AI tools for productivity, PDF tools, ZIP, remote access and online presence.

08



GOVERNMENT SERVICES & REVISION

DigiLocker, online services, professional communication, workplace etiquette.

09



PRACTICAL PROJECT & OFFICE PORTFOLIO

CV, invoice, attendance sheet, presentation, poster and government form sample.

10



FINAL EXAM & CERTIFICATION

Final practical assessment, projects evaluation and certificate distribution.



DURATION
2 MONTHS



MODE
ONLINE
+ OFFLINE



CERTIFICATE
ON
COMPLETION

CAREER OPPORTUNITIES



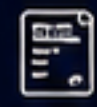
Office Administrator



Data Entry Operator



Executive Assistant



Document Controller



Customer Support



Operations Assistant



TURN YOUR SKILLS INTO A SUCCESSFUL CAREER