

1 MONTH CERTIFICATE COURSE

OFFICE MANAGEMENT COMPUTER ESSENTIALS

LEARN. PRACTICE. MANAGE. SUCCEED.

Build essential computer and office management skills for modern workplaces. Learn MS Office, Google Workspace, internet tools and practical workflows to work smarter and boost productivity.



EXPERT
MENTORS



HANDS-ON
PRACTICE



CERTIFICATE
ON COMPLETION



ONLINE & OFFLINE
CLASSES

COURSE HIGHLIGHTS



COMPUTER FUNDAMENTALS
Learn computer basics, hardware, software, OS and essential operations.



MS WORD MASTERY
Create, format and design professional documents with confidence.



MS EXCEL EXPERT
Work with data, formulas, functions, charts and calculations.



POWERPOINT PRESENTATIONS
Create professional presentations with impactful designs.



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



INTERNET & COMMUNICATION
Browser skills, email, online communication and digital safety.



FILE & DOCUMENT MANAGEMENT
Organize files, folders, manage documents and cloud storage.



PRACTICAL WORKFLOWS
Real-world tasks, office workflows and productivity best practices.

TOOLS YOU'LL MASTER



Word



Excel



PowerPoint



Google Docs



Google Sheets



Google Slides



Google Drive



Gmail



Outlook



Internet
Browser



Calendar



Forms

ENROLL NOW

Upgrade your skills and advance your career opportunities!

LIMITED SEATS - JOIN TODAY!



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



LEARN FROM
INDUSTRY EXPERTS



HANDS-ON PRACTICAL
TRAINING



CERTIFICATE
ON COMPLETION



INTERNSHIP & PLACEMENT
ASSISTANCE



PRACTICAL WORKFLOWS
& REAL-WORLD TASKS



COMPREHENSIVE CURRICULUM

01



COMPUTER FOUNDATION - BUILDING CONFIDENCE

Computer basics, hardware, software, OS overview, keyboard, mouse and typing skills.

02



SYSTEM CONTROL - SETTINGS, DISPLAY & DESKTOP MASTERY

Windows settings, desktop management, display settings and system control.

03



BROWSER MASTERY, INTERNET, CAPTURE TOOLS & COMMUNICATION

Internet usage, web browsing, downloads, screenshots, email and online communication.

04



MS WORD - DOCUMENT MASTERY

Document creation, formatting, tables, images, page layout, headers, footers and professional documents.

05



MS EXCEL - DATA, CALCULATION & AUTOMATION

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

06



POWERPOINT, DESIGN & GOOGLE WORKSPACE

PowerPoint presentations, Google Docs, Sheets, Slides, Drive, Forms, Calendar, Meet and collaboration.

07



FINAL EXAM

Final assessment, practical test and certificate distribution.



DURATION
1 MONTH



MODE
ONLINE
+ OFFLINE



CERTIFICATE
ON
COMPLETION

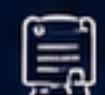
CAREER OPPORTUNITIES



Office
Assistant



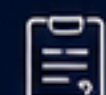
Data Entry
Operator



Executive
Assistant



Administration
Executive



Document
Controller



Customer
Support



Operations
Coordinator

