## Advanced Computer Applications (ACA)

**Course Code : ACA**

**Course Duration : 2 Weeks**

**Course Time : 09:00 - 17:00**

**Course Language : English; Nepali**

This is a two-week training course. The training requires full time attendance and active participation of all participants. The course language will be mainly English and whenever necessary Nepali explanation will be given.

**Course Overview : Course Goal :**

Design effective messages and information for improved communications.

Create and format documents using advanced features of MS-Word.

Design worksheet in MS-Excel.

Create charts, graphs using MS-Excel.

Design presentation slides using MS-PowerPoint.

Present information with Multi Media Projector and MS-PowerPoint.

Find the instructional material through the Internet.

**Course Cost :**