FISD
COMPUTER EDUCATION

CP-DAC

CERTIFIED PROFESSIONAL IN DOCUMENTATION & COMPUTERS

Duration: 6 MONTHS

Registered Under

GOVERNMENT OF INDIA
MSME
MINISTRY OF MICRO, SMALL & MEDIUM ENTERPRISES

FISD
COMPUTER EDUCATION

TRAINING & ASSESSMENT PARTNERS

Tally Prime

Microsoft® Office Specialist

webtel

INTRODUCING

Future India Skill Development is government registered institution which has more than 21 years of computer training experience. Our vision is to cater the demands of IT skilled workforce which over the time develops as multi training and skilling company.

Our institution has been the top running on Google My Business with 4.8 rating.

Google Reviews
4.8 ⭐⭐⭐⭐⭐

WHAT MAKES FISD DIFFERENT ?

FISD is highly experienced institution which understands students needs. Our mentors are highly professional with 21+ Years experience in computer industry world.

International Certification

We are official partners with Tally Solution and Microsoft Solutions which makes you have international and government validated certification.

Extra Practice Time

We believe that Practice makes knowledge and skills perfect.

100% Job Assistance

We provide 100% Job assistance for students guidance and career development

Offline Classes

Our goal is to teach and focus on once technical skills with one to one interaction that emphasis on overall Skill Development.

EXCLUSIVELY FOR FISD STUDENTS

Job Portal

One stop solution for all your job needs, help you find jobs

Learning Management System

We provide you with professional learning portal for your all learning requirements

ABOUT CP-DAC

This program aims at creating future-ready professionals by empowering them in digital transformation in the MNC's and working sector and other innovations in the new-age environment. This certificate programme is designed to provide latest techniques and knowledge in emerging new specialization areas of management. These are specially designed for working executives, 12th Passout's and Graduation pursuing academics and keen scholars.
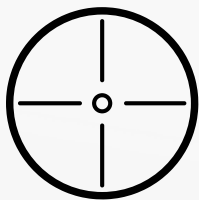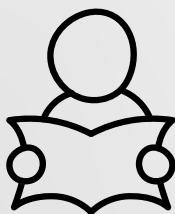
Career Scope

MIS Analyst
Front Desk Executive
Data Entry Operator
HR Assistant
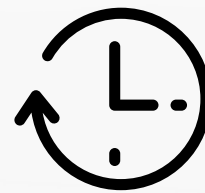
Duration

6 Months
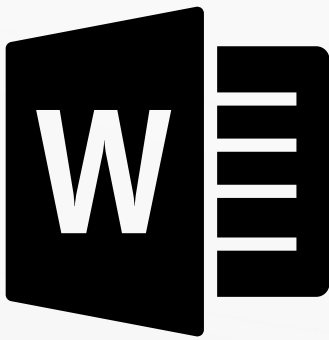
Learners Trained
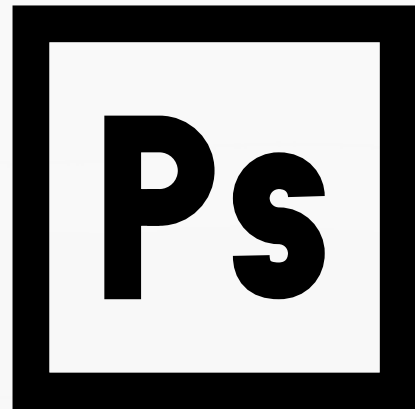
2000+

Certificate

GOVERNMENT VALIDATED CERTIFICATION

COURSE CONTENTS

MODULE 1

- MICROSOFT WORD
- MICROSOFT EXCEL
- MICROSOFT POWERPOINT
- TYPING TECHNIQUES
- INTERNET SURFING

MODULE 2

- CORELDRAW
- ADOBE PHOTOSHOP
- ADOBE INDESIGN
- ILLUSTRATOR

MODULE 1

MS-OFFICE

1. MICROSOFT WORD
2. OVERVIEW OF WORD PROCESSING
3. FORMATTING,PICTURES AND SHAPE SETUP
4. HYPERLINKS
5. PAGE DESIGN AND PAGE SETUP
6. REFERENCE, MAILING AND MACRO RECORDING
7. SPELL AND GRAMMARCHECKING
8. PROTECTION IN A DOCUMENT
9. CREATING MENU CARDS, LETTERHEAD,RESUME AND COVER PAGES

MICROSOFT EXCEL

1. BASIC FUNCTIONS (MATHEMATICAL , STATISTICAL , TEXT AND LOGICAL FUNCTION)
2. MARK SHEET IN EXCEL
3. CONDITIONAL FORMATTING
4. PIVOT TABLE AND CHARTS
5. PAGE SETUP
6. CONDITIONAL FORMATTING
7. CONSOLIDATE
8. WHAT IF ANALYSIS
9. CHARTS IN EXCEL AND SPARK LINES
10. MACRO RECORDING IN EXCEL
11. LINKING BETWEEN WORD/EXCEL/POWERPOINT
12. REFERENCE RELATION
13. INVOICE MAKING

MICROSOFT POWERPOINT

1. OVERVIEW OF POWER POINT
2. INSERTING SLIDES
3. TEXT TYPING AND FORMATTING
4. CREATING PHOTO ALBUM
5. TRANSITION AND ANIMATION EFFECTS
6. SETTING UP A SLIDE SHOW & GIVING TIMINGS
7. DESIGNS AND THEMES
8. PRESENTATIONS
9. CREATING ANIMATED GIF

MICROSOFT ACCESS

TYPING TECHNIQUES

INTERNET

1. SURFING / SEARCHING THE NET
2. EMAILING : -CREATING A EMAIL ID
-SEND & RECEIVING MAILS -ATTACHING FILES, IMAGES

MODULE 2

CORELDRAW
INTRODUCTION TO CORELDRAW
PAGE LAYOUT AND CREATING GRAPHICS
ARRANGING SHAPES AND WORKING WITH CURVES AND VARIOUS TOOLS
MODIFYING TEXT
CHARACTER AND PARAGRAPH FORMATTING
CREATING, APPLYING AND EDITING TEXT STYLES
WORKING ON EFFECTS AND INTERACTIVE FLY OUT
POWER CLIP COMMAND
LENS EFFECT
MORE ON CORELDRAW

ADOBE PHOTOSHOP
INTRODUCTION TO ADOBE PHOTOSHOP
WORKING WITH TOOLS
EDITING WITH IMAGES
WORKING WITH FILTERS
WORKING WITH LAYERS
MASKING
EFFECTS
ANIMATIONS

ADOBE INDESIGN
INTRODUCTION TO ADOBE INDESIGN
WORKING WITH INDESIGN DOCUMENT
WORKING WITH TEXT
PLACING TEXT AND GRAPHICS IN A LAYOUT
DRAWING OBJECTS
DESIGN COVERAGE

ILLUSTRATOR
INTRODUCTION TO ILLUSTRATOR
WORKING WITH TOOLS
MODIFYING TEXT
WORKING WITH CURVES
WORKING WITH FILTERS
APPLY POWER CLIP
MORE ON ILLUSTRATOR

SAMPLE CERTIFICATE

FUTURE INDIA SKILL DEVELOPMENT

FISD
COMPUTER EDUCATION

GOVERNMENT OF INDIA
MSME
MINISTRY OF MICRO, SMALL & MEDIUM ENTERPRISES

CERTIFICATE

THIS IS TO CERTIFY THAT

Palak Garg

Son/ Daughter/Wife of _____ has been awarded
6 Months Certification in Documentation & Computers from FISD- Vivek Vihar

CERTIFICATE NO. :	2023-03-20245	
ISSUED BY	:	FUTURE INDIA SKILL DEVELOPMENT
DATE OF ISSUE	:	09-5-2022
CANDIDATE ID	:	FISD/DEL/04/1001
GRADE	:	A+

Authorized Signatory

GRADE "EXCELLENT" = ABOVE 80%   GRADE "A+" = 70% - 79%   GRADE "A" = 60% - 69%   GARDE "B" = 50% - 59%

THANK YOU

Contact Us:

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✉️ director.fisd@gmail.com

📍 VIVEK VIHAR | KRISHNA NAGAR