

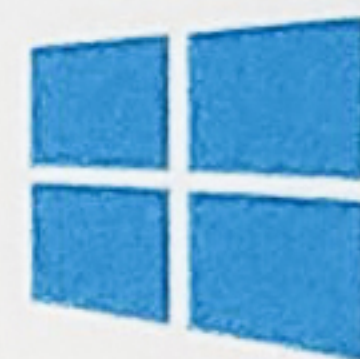
IT Foundation

Objective :

The objective of this module is to prepare the candidates on using the software applications to carry out their day to day data management and automation activities on a PC with increased efficiency and productivity.

Computer Basics:

- Computer Introduction & Definition
- Salient Features of Computer
- Disadvantages of Computer
- Applications of Computer,
- Computer History and Types of Computer
- Understanding the architecture of a Computer
- Inbound Output Devices
- CPU (ALU, Control Unit, Memory)
- System & OS Software (Windows)
- Application Software



MS-Office:

1. MS-Word

- Word processor, Application for Documentation, Creating a new document or as per templates, Saving and Opening files, Spelling Checking, Formatting options and Format Painter.



2. MS-Excel

- Use of Excel as a spreadsheet to maintain tabular data, Formatting – Data types, Format painter, Borders & Shading, Alignment, Orientation, Text wrap options.

3. MS-Powerpoint

- Planning and Creating a simple presentation, Editing presentation and Formatting slides



Internet Application:

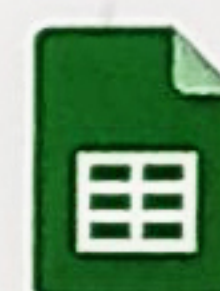
- Concept of Internet (www, http, https, ISP, website, browsing)
- E-mail - Creating E-mail accounts on Gmail, Rediffmail
- Sending and receiving E-mails with Attachments
- Internet Browser
- Understanding the Browser options
- Search Engine and its settings

Google Power Tools

- G-suite Business tools for Google users
- Sharing Google sheets, Google form, Google slides
- Sharing data using Google Drive



Google Forms



Google Sheet

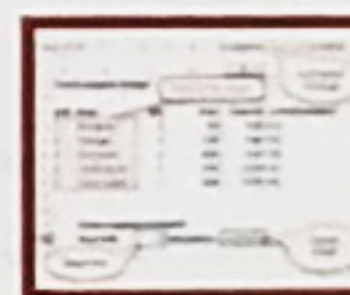


Google Drive

Google collaborative tools like Google forms and Google sheets are widely used by companies to create surveys, questionnaires and registration forms along with Google Sheets to collaborate with teams on common projects.

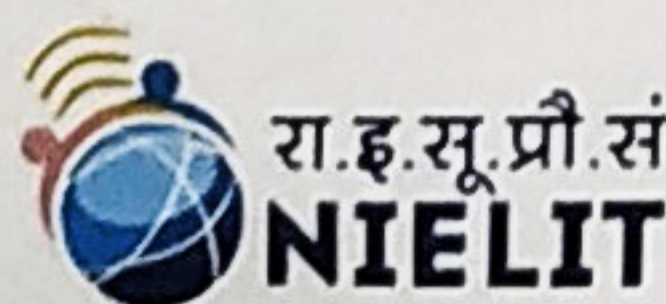
Advance Excel:

- Data sorting and Filtering options, Transpose
- Lookup & Ref functions – Vlookup, Hlookup
- Logical functions – If, Else, Nested If else
- Statistical functions – Count, Countif, Sumif, Sumifs, Averageif
- Date and Time functions – Date, Day, Time, International
- Text Functions – Concat, Left, Right, Trim, Mid
- Creating Pivot Tables and formatting
- Using different types of Pivot tables
- Creating Dynamic Pivot Charts
- Dashboard creation & MIS Reports for Business Analytics



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Recognized by Central Govt.



Government Recognised

CCC Course Preparation
Mock Question Papers

Duration : 1.5 / 2 Months

Global **IT** professional

Internship and Placement

S-Tek provides 100% Internship / Placement* assurance to all the students who have successfully completed their specific modules from the DDST course as per the set parameters. Students are sent to various companies for interviews based on their choice of subjects and they will be selected by the company based on their knowledge and practical application of the knowledge gained. The students are given opportunities as IT Executive, Training Executive, IT Accountant, Digital Marketing Executive, Graphics Designer, Web Designer or a Web Programmer depending upon the modules completed by them.



*Conditions Apply

Student Testimonials

Akshay Malvia, Digital Marketer

The training provided on Digital Marketing was completely practical oriented. Assignments and Projects were real time and helped me learn entire Digital Marketing very well. I got a job after the course, thanks to S-Tek.

Jhanavi Bamane, IT Accountant

I had worked under a CA for 1.5 years, I could not learn how to handle GST and TDS. I learnt Tally Erp 9 and Tally Prime with GST, TDS and ITR at S-Tek & I got a job as an Accounts Executive.

Company Testimonials

Sanjay. S HR (Head-Relations), MUMBAI INTERNATIONAL AIRPORT

We are happy with the candidates coming from S-Tek IT Education. They possess the required skills and don't require much training. They are ready to take up the responsibility. I contact S-Tek IT Education whenever we have requirements related to IT professionals in our organization.

Rimsha - HR Manager, R. J. Soni & Associates

The students coming from S-Tek IT Education are quite good and knowledgeable for Practical Accounting, GST and they are Tech Savvy also. I prefer to contact the placement cell of S-Tek IT Education for catering to our company requirements of Accounts and Back Office Executives.

Our Company's Training and Placement Clients



Note : All logos mentioned are registered trademark of the original companies. Speakwell and S-Tek has provided training services to the employees of these companies or placed candidates in these companies.