



MUSLIM COLLEGE OF EDUCATION

Accredited with 'B' Grade by NAAC

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CERTIFICATE COURSE IN ICT (WORD, EXCEL, POWER POINT)



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Muslim College of Education offers certificate course in Ms-Word, Ms-Excel and Ms-PowerPoint It helps to demonstrate your advanced skills in computer programming as a qualified software developer. Whether you're interested in Microsoft Word, Microsoft PowerPoint, or Microsoft Excel Courses, learn a completed Microsoft Office Program with certificate course in association with NanoDotResearch Pvt Ltd. These Microsoft Excel Courses further helps to demonstrate the student's ability to create an online presentation, or professional newsletter and grow critical thinking skills as well as concept application.

This certificate course in Ms-Word, Ms-PowerPoint, and Microsoft Excel Courses are introductory programs, which are intended for beginners to mid-range candidates, who want to get immediate jobs in relevant industries. Microsoft Office including MS Excel, MS Word, MS PowerPoint and MS Project etc. are used by individuals both in their personal and professional sphere. In fact, knowledge of Microsoft usage is one of the basic requirements for most of the job profiles. Microsoft credential establishes your base on using MS Office fluently; be it MS Word for creating documents, MS PowerPoint for creating presentation, MS Project for managing projects or MS Excel for managing data. Your extensive understanding of Microsoft programs is showcased with MS certification and you can build a strong grounding in IT for career prospects.





If you are fluent with Microsoft programs, you will obviously be an expert chart builder. Creating charts is ideally considered to be a job for finance professionals and business analysts. But almost all jobs at some point of time demand this skill. In

order to support any sort of data and source, you need rely on charts. Also, charts are important element in presentations that you come across every now and then in your professional life.

Data in today's world really means something. In order to support your view or idea, you need adequate data to put forward. In such situations, MS Excel is one of the best programs to rely on. This application can be used for extensive formatting and data collation. You can bring different files together and sort data.



Microsoft program being available online is a generation next big thing. You can share your work with business leaders and stakeholders through online from anywhere. This makes work more flexible and your ability to function MS programs easily make you a star leader at work.



Besides making your office work easy and effective, Microsoft certification also opens up greater career prospects for you. You can vouch for challenging leadership and analytical roles with your MS credential. You can demand for salary hike and better positions with your expertise to fluently use the Microsoft program towards better business and success. Also, in many instances this credential is a must to get a job. These are few of the benefits that Microsoft Certification offers you. If you want some expert training in Microsoft, you can avail this Microsoft Training courses.

Training in YouTube content creation In addition this course will provide training in YouTube content creation



BLOG CREATION

Blog has become so popular that it is not only a channel to connect a person to the relevant audience but also an active marketing approach that every business has to invest in. Depending on the reasons that blogs are created, we can classify them into five common types.

Training should be given in creating -

- Personal Blogs
- Business blog
- Niche blogs
- Institutional blog
- Affiliate Blogs



Reverse blogs