

# Training @ CIPL

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## About us

Cosmo Infomatics Pvt. Ltd. is in business since more than 5 years from now and has been successfully servicing clients in India & abroad. Cosmo Infomatics Private Limited deals in web and application development. Our aim is to provide all the IT solutions under one roof. Our services are Software Development, Web Services, Project Training, E - Learning, SMS Solution, IT Consultancy

### Contact us

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## Objective

Our ultimate aim to train team of an Organization for use of computer & Window based Application Software (Cosmo Software)

### Duration :

2 Hours per day @ 2 Weeks (12 days)

### Methodology :

Class Room  
Machine Room

### Type :

On site  
Off site

### Team Size :

Max. 8



## Training Contents



### HOW TO USE COMPUTER

- » Basic Knowledge of Functioning of PC
- » Knowledge of Hardware Useful Component of PC
  - Like : Printer, Pen drive, CD/DVD, LAN



### MICROSOFT OFFICE COMPONENTS

- » MS Word
- » MS Excel



### INTERNET

- » Basic introduction of Internet
  - Mail Checking
  - Searching Online



### WINDOW BASED SOFTWARE

- » Introduction of Window
- » Working of Window Based Application



**COSMO INFOMATICS Pvt. Ltd.**