



DISCUSS COACHING

396/12 NEW RAILWAY ROAD, GURUGRAM, HARYANA 122001



Institute recognized by Government of India

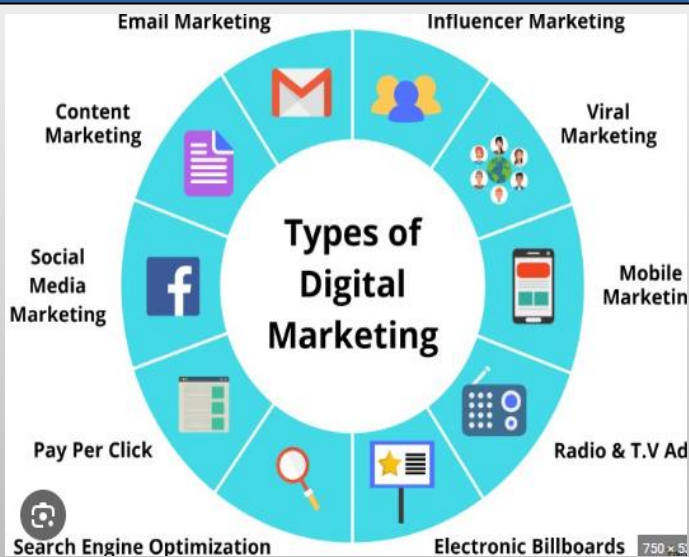
COMPUTER BASIC FOR 3 MONTHS

- ❖ Window **10, 11**
- ❖ Notepad (use short cut key)
- ❖ Paint
- ❖ M.S Word
- ❖ Ms Excel **100+**
- ❖ Slides-PowerPoint (ADVANCE LEVEL)
- ❖ Accessories **4500**
- ❖ Typing free
- ❖ Internet (Surfing Download, Mailing, Etc)

ADVANCE EXCEL FOR 1 MONTHS

- ❖ Google Sheet Online work | Database mang
- ❖ Pivot Table | Pivot Chart | Slicer
- ❖ Conditional Formatting
- ❖ Data Validation
- ❖ Lookup Reference Function
- ❖ Index + Match Function
- ❖ PV, FV & PMT Functions
- ❖ IPMT & PPMT Functions
- ❖ Invoice Advance With GST
- ❖ List maintain with multiple sheet
- ❖ V lookup | Triple v lookup | Ref funct
- ❖ Ad. Mathematics function
- ❖ H lookup Advance

Digital Marketing For 6 Months



GRAPHIC DESIGNING FOR 6 MONTHS

PHOTOSHOP

- ❖ INTRODUCTION OF PHOTOSHOP
- ❖ UNDERSTANDING OF TOOLS AND PANELS
- ❖ CUSTOMIZING OF WORKSPACE
- ❖ WORKING OF LAYER
- ❖ LAYER BASIC AND ORGANIZATION
- ❖ SELECTION TOOLS
- ❖ COLOR CORRECTION AND ADJUSTMENT
- ❖ ADDING AND STYLING TEXT
- ❖ CREATING TEXT EFFECT
- ❖ APPLY ARTISTIC FILTER
- ❖ COMBINING MULTIPLE IMAGE
- ❖ WORKING WITH OBJECT
- ❖ FILE FORMAT (JPEG, PNG, PSD) ETC.

PAGE MAKER

- ❖ INTRODUCTION OF PAGE MAKER
- ❖ UNDERSTANDING TOOLS
- ❖ TEXT FORMATTING
- ❖ IMPORTING IMAGE
- ❖ CROPPING AND RESIZING GRAPHICS
- ❖ PAGE LAYOUT AND DESIGN
- ❖ CREATING TABLE
- ❖ USING BORDER AND SHADING
- ❖ COLOR AND PRINTING
- ❖ CREATE PROJECT ETC.

COREL DRAW

- ❖ INTRODUCTION OF COREL DRAW
- ❖ UNDERSTANDING TOOLS
- ❖ CUSTOMIZING WORKSPACE
- ❖ CREATING AND MODIFYING SHAPE
- ❖ WORKING WITH COLORS
- ❖ ADDING AND FORMATTING TEXT
- ❖ IMPORTING AND EDITING IMAGE
- ❖ APPLYING FILTER AND SPECIAL EFFECT
- ❖ ADVANCED TOOLS AND EFFECT
- ❖ PAGE LAYOUT AND DESIGN
- ❖ EXPORTING & PRINTING
- ❖ CREATE PROJECT ETC.

Why

Discuss Coaching is No – 1 Institute In Gurugram

❖ Window 10 Or 11 Use In Computer

एडवांस टेनिंग:- Only use keyboard no need to touch mouse

✓ *ALL CLASS नोट्स हिंदी भाषा में आप को दिया जाएगा ON OUR APPLICATION*

❖ Every Saturday Interview Training By Expert (Special)

❖ Don't Waaste Time in Theory | Practical clas 100%

❖ Each Students Get personal Computer During Course

❖ Get Job Notification After Course ||| Get Free internship

❖ Free Job Training | Teacher Training By Institute (it's Your choice)

❖ Updated Software | Advance Pc | Premium Quality Education

❖ Fully Ac Lab | Cold water | Advance Attendance System

❖ Smart Classes | Smart Teaching Way

Your
Success
Lies
Our
Happiness



Scan for More Information

Web: <https://englishspokeninstitute.com>