

Lal Bahadur Shastri Training Institute

Lok Kalyan Samajik Sansthan , www.lbsti.org

कंप्यूटर चलाना सीखे



Address: Atta Road, Near SDPG
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Vinit Kumar Prajapati

Computer Course



DIT

DAFA

DADTP

CCO

CCC

CWD

CTT

CACS

**DATA
ENTRY**

**TALLY
PRIME**

**EMAIL
WORK**

**MS
OFFICE**

DIT COURSE



Diploma in Information Technology

Registration
Fee – 500 /-
Monthly Charges
1000 /- Month
Exam Charge – 900/-
Duration
1 Year

इस कोर्स में आप सीखेंगे, Paint Notepad
MS OFFICE- Word ,Adv. Excel, Powerpnt
MS Access, Internet, Tally prime GST,
Photooshop, CorelDraw, Image Redy
HTML, DHTML, CSS, Basic Java, C ,C++
पूरी जानकारी

DAFA COURSE



Diploma in Advance Financial Accounts

Registration
Fee – 300 /-
Monthly Charges
1000 /- Month
Exam Charge – 500/-
Duration
6 Months

इस कोर्स में आप सीखेंगे
एकाउंटिंग की पूरी जानकारी

DADTP COURSE



Diploma in Advance Desktop Publishing

Registration
Fee – 300 /-
Monthly Charges
1000 /- Month
Exam Charge – 500/-
Duration
6 Months

इस कोर्स में आप सीखेंगे
Graphics Designing की
पूरी जानकारी

CACS COURSE



Certificate In Advance Computer Software

Registration
Fee – 300 /-
Monthly Charges
800 /- Month
Exam Charge – 500/-
Duration
6 Months

इस कोर्स में आप सीखेंगे
Advance Basic Course (CCC) की पूरी
जानकारी

CCO COURSE



Certificate In Computer Operation

Registration
Fee – 300 /-
Monthly Charges
1000 /- Month
Exam Charge – 500/-
Duration
3 Months

इस कोर्स में आप सीखेंगे
Basic Course की पूरी जानकारी

Computer Fundamental, MS
Paint, Notepad, Wordpad, MS Word, Excel,
Powerpoint, Internet, DOS



Basic & Tally

Computer Fundamental

Basic Program



BASIC PROGRAM

MS PAINT	-Drawing Program
NOTEPAD	- Text Editing Program
WORDPAD	- Small Word processing
MS WORD	- word processing program
MS EXCEL	- Calculation program
MS POWER POINT	– Slide Show program
MS ACCESS	- Data Create table
INTERNET	- Email/Online Service
DOS	- Operating System

EXTENSION NAME

.bmp (Bitmap Picture)
Txt (Text Document)
Rtf (Rich text format)
Docx (Document file)
Xlsx (spreadsheet Program)
Pptx (presentation Program)
Acdb (Database Program)
HTML (Hyper text markup language)
Cmd (Command)

Computer Fundamental



- Type of Computer
- Type of Memory
- Type of Software
- Computer Hardware
- Computer Basic GK Question
- Computer Basic Shortcut Keys
- Computer Related Full form
- Number System





Tally Program

Topic Chapter wise

- Accounting voucher
- Inventory voucher
- Item wise discount
- Total bill discount give/receive
- Commission given
- GST Tax (GSTR1, GSTR2)
- TDS
- Payroll Statement
- Bank Statement

Important Voucher

- Contra Voucher
- Payment voucher
- Receipt voucher
- Journal voucher
- Sales voucher
- Purchase voucher
- Dabit note & credit note
- Receipt note & delivery note
- Sales & purchase order
- Attendance voucher
- Payroll voucher

Lal Bahadur Shastri Training Institute

Centre Director



Mr.Vinit Kumar Prajapati

Contact Us:-

8192053598, 9999009067

Youtube Chanel
Vk Computer Solution