

# ICT

## ONLINE සහ PHYSICAL පාඨමාලා

### NVQ LEVEL 4

1. M-01 Fundamentals of the IT
2. M-02 Maintaining files & folders
3. M-03 Performing word processing
4. M-04 Preparing spread sheet
5. M-05 Preparing presentations
6. M-06 Performing basic operations of cloud computing including internet and email
7. M-07 Performing basic database manipulation
8. M-08 Computer system, network and peripherals
9. M-09 Producing Print Page Layout and multimedia objects
10. M-10 Systems Analysis and Designing
11. M-11 Perform relational databases using standard SQL
12. M-12 Designing static Website

### OFFICE COURSE

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Maintain files / folders, MS OFFICE , MS POWERPIONT, MS EXCEL, MS ACCESS AND INTERNET AND EMAIL

### ICT FOR KIDS

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WINDOWS,MS OFFICE , MS POWERPIONT, MS EXCEL, INTERNET AND EMAIL