

# Kiyan Training Institute

## MS Office Summer Internship Course in Jaipur

### What You Will Learn

<b>Module</b>	<b>Topics Covered</b>
Computer Fundamentals	Basics of computer, operating system, internet
MS Word	Resume, letter, document formatting, tables
MS Excel	Formulas, charts, calculations, data management
MS PowerPoint	Presentation designing & animation
Internet Applications	Email, browsing, online tools
File Management	Folder handling, storage, shortcuts
Office Work Practice	Real office documentation tasks
Printing & Formatting	Professional document setup
Project Work	Practical office assignments
Internship Project	Real-time office work practice

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### Internship Details

**Details**

**Information**

Course Name	MS Office Summer Internship
Duration	45 Days / 3 Months
Mode	Online & Offline
Eligibility	Students, Beginners, Job Seekers
Training Type	Practical + Assignments
Certificate	Yes
Placement Support	Available
Location	Jaipur
Course Level	Beginner

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## Course Fees Structure

Training Program	Fees
MS Office Summer Internship	₹1999
Registration Charges	Included
Study Material	Included
Practical Training	Included
Internship Certificate	Included

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## Benefits of Learning MS Office

MS Office skills are essential in almost every office, company, business, and organization. This internship helps students improve productivity, office management skills, and professional computer handling abilities.

- ✓ Create professional documents
  - ✓ Learn advanced Excel functions
  - ✓ Build attractive presentations
  - ✓ Improve office productivity skills
  - ✓ Gain practical computer knowledge
  - ✓ Prepare for office & admin jobs
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## Who Can Join?

- ✓ School & College Students
  - ✓ Beginners in Computers
  - ✓ Job Seekers & Freshers
  - ✓ Office Staff & Employees
  - ✓ Housewives & Working Professionals
  - ✓ Anyone Interested in Computer Skills
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## Internship Features

<b>Features</b>	<b>Availability</b>
Practical Training	Yes
Live Assignments	Yes
Expert Guidance	Yes
Flexible Timing	Yes
Internship Certificate	Yes
Doubt Support	Yes
Career Guidance	Yes
Placement Assistance	Yes

### Why Choose Kiyon Training Institute

- Experienced Trainers

- Practical Learning Approach
- Industry-Oriented Curriculum
- Real-time Projects
- Affordable Fees
- Career-Focused Training
- Personalized Attention

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