

Dear All,

St. Xavier's College, XRCVC-Viviana extension, is happy to announce an online fresh **INTERMEDIATE COURSE IN OFFICE 2019** for persons with visual impairment. The program is supported by the SBI Foundation - Centre of Excellence (COE).

The course includes the Microsoft popular programs such as Word, Excel and PowerPoint.

**The key highlights of the course are;**

- Introduction to Word, Excel and PowerPoint,
- To know about the working friendly tasks in these applications.
- Learn the user-friendly features of these applications.
- Working in Word, Excel and PowerPoint efficiently.
- The course will be conducted with NVDA, the open-source screen reader.

**Eligibility Criteria:**

- Good knowledge of English.
- Basics concepts of computer & screen reader.
- Candidate should have either a Desktop or Laptop during the training period (Operating System Windows 10 with at least MS office pack 2016).
- Strong internet connection (capable of handling Video & Audio simultaneously).

**Evaluation:** Participants will be evaluated based on attendance, performance, regular reviews, a final test conducted at the end of the training and follow up meetings after the course.

**Certification Offered:** You will receive a certificate at the end of the course after a basic test, subject to satisfactory attendance during course and follow up meetings, good conduct and conscientious work.

Hurry up! Limited seats are available.

Interested participants, kindly register using the following link - <https://forms.gle/MWHcKKS55PGs5urY9>

The registration link will close at 06.00 PM on Wednesday, 27<sup>th</sup> January 2023.

**Course duration:**

- Three and half months (25 to 27 sessions, each will be 2 hours session)
- Days: Tuesday and Thursday.
- Timing: 4.00 pm to 6.00 pm IST.

**Start date:** 2nd February 2023, Thursday.

**Venue:** Zoom online conferencing platform

**Instructions:**

1. Participants are requested to use their earphones/headphones during the training.
2. After clicking the above link, fill out the form. Once you fill in the form, click on the "Submit" button. Please do not click on the "Request Edit Access" button. If you click on it, the form will not get submitted.
3. You will receive an acknowledgement email from Google after submitting the form.

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**Xavier's Resource Centre for the Visually Challenged (XRCVC)**

XRCVC, St. Xavier's College (Autonomous), Mumbai | XRCVC - Viviana Extension, Viviana Mall, Thane

**Website:** [www.xrcvc.org](http://www.xrcvc.org) | **Follows on:** [Facebook](#) | [Instagram](#) | [Twitter](#) | [YouTube](#)