

Dear All,

St. Xavier's College, XRCVC -Viviana extension is happy to announce an online INTERMEDIATE COURSE IN OFFICE 2019 for visually challenge persons.

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

Some of the highlights of course are:

- Introduction to word, Excel and PowerPoint.
- To know about the working friendly tasks in these applications.
- Working in Word, Excel and PowerPoint in efficient way.
- 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 7 / Windows 10 with at least MS office pack 2016).
- Should have a strong internet connection (Capable to handle Video & Audio simultaneously).
- Evaluation: Participants will be evaluated based on attendance, performance, regular reviews and a final test which will be conducted at the end of the training.

Certification Offered: A completion certificate will be provided at the end of the course after a basic test, subject to satisfactory attendance, good conduct and conscientious work.

Limited seats are available for the training.

Those interested should kindly register by using the link appended below.

<https://forms.gle/9QFPpCQWViVfB1X6A>

The registration link will close at 2.00 pm. On Friday, 8th April 2022.

Duration of course will be about three and half months (25-27 sessions each session of 2 hours).

Training days: Tuesday and Thursday

Timing: 10.00. am. To 12.00 pm.

Course commencing from 12th April, 2022, Tuesday

Venue: Zoom online conferencing platform

Contact person: Vikas Dabholkar,

Computer Instructor - Technical Consultant,

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

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1. Participants are requested to use their personal earphones/headphones during the training.
2. After clicking the above given link, fill the form. Please do not click on Request Edit Access button. If you click on it the form will not get submitted. Once the form is filled then click on Submit button only.
3. After successful form submission, you will receive acknowledgement email from Google.