

Dear All,

St. Xavier's College, XRCVC-Lake Shore extension (formerly Viviana Extension), is happy to announce an online fresh INTERMEDIATE COURSE in Microsoft Office for persons with visual impairment. The course focuses on building skill in Word, Excel, and PowerPoint, well with a focus on easy access, quick work, and practical use for study and jobs etc.

The key highlights of the course are:

- Introduction to Word, Excel, and PowerPoint and accessibility.
- Know about the working friendly tasks in these applications.
- Learn the user-friendly features of these applications.
- Build confidence to use Word, Excel, and PowerPoint smoothly and efficiently.
- The course will be conducted with NVDA, the open-source screen reader.

This course is ideal for:

- Educators and students preparing for higher academic or training programs.
- Individual or Job seekers aiming to enhance their digital skills.

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/7qHD9fiN1LyYvokE6>

Course duration: Three and half months (25 to 27 sessions, each will be 2 hours session) **Course commencing from:** 6th January 2026, Tuesday.

Days: Tuesday and Thursday. **Timing:** 3:15 pm to 5:15 pm IST (India).

Venue: Zoom online conferencing platform. The registration link will close at 2.00 PM on Tuesday, 30th December 2025.

Important Instructions:

1. Participants are requested to use their earphones/headphones during the training.
2. Click only on the registration link. Do not click Request Edit Access, as it will prevent submission.
3. You will receive an acknowledgement email from Google after submitting the form, if you requested.

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

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XRCVC, St. Xavier's College, Mumbai | Phone: 022-22623298/ 022-35223298

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