Computer Operation Course Details

Duration: 8 Hours (2 Days)

Location: Sunrise Education & Consultant

Index:

1.	Introduction to Computers
2.	Understanding Hardware and Software
3.	Operating Systems Overview (Windows, Linux, macOS)
4.	Basic Computer Operations
5.	File Management and Storage Devices
6.	Microsoft Office (Word, Excel, PowerPoint)
7.	Internet and Email Usage
8.	Data Backup and System Maintenance
9.	Career Opportunities in Computer Operation

Career Opportunities in Computer Operation:

- Computer Operator
- Data Entry Operator
- Office Assistant
- IT Support Staff
- Administrative Executive
- System Assistant
- Documentation Executive
- Technical Office Coordinator