

Gaur Computers



(Regd. under Govt. of India)

**Unlock your future with
Expert Computer Education**



Address :

1791/5, Jawahar Colony, NIT Faridabad.

Website :

www.gaurcomputers.com

Email ID :

sachingaur@gaurcomputers.com

Contact Number :

(+91) 9111-335-666

About Us



Sachin Gaur, Director of Gaur Computers, has an experience of more than 25 years in the field of Computer Training in different softwares for Official Purpose, Accounting, Printing, Designing, Mechanical and Architectural. He has been as guest faculty in ITI.

Gaur Computers, is also a well known name in the field of Computer Hardware. Computer Labs were designed and created in more than 35 schools and different offices by Gaur Computers in Faridabad.

At Gaur Computers we are well equipped with branded computers and latest version of softwares, Smart Class Rooms, Fully Air Conditioned Computer Labs, Color Printers and Color Scanners too.

At Gaur Computers, we do not sure you the job, but definitely we make you sure for the job. Gaur Computers is well known in the market to maintain quality and keep step with the latest softwares released in the market.

On successful completion of course, students will receive a certification from Gaur Computers.

Gaur Computers



(Regd. under Govt. of India)

**Unlock your future with
Expert Computer Education**



Address :

1791/5, Jawahar Colony, NIT Faridabad.

Website :

www.gaurcomputers.com

Email ID :

sachingaur@gaurcomputers.com

Contact Number :

(+91) 9111-335-666

CERTIFICATE IN COMPUTER CONCEPT CCC : 3 Months

★ **Fundamental of Computer**

★ **Microsoft Windows**

O/S : Windows 7, 8, 10, 11 (Notepad, Wordpad)

★ **Microsoft Word**

Letter/Resume/Balance Sheet Setting

Multiple official letters with Mail Merge

★ **Microsoft Excel (Basic)**

Calculation using formulas, Tables,
Charts, Invoice Creation etc.

★ **Microsoft PowerPoint**

Step by step creation of presentation
including animation effects.

CERTIFICATE IN MASTER COMPUTER CONCEPT : CMCC - 6 months

★ **Fundamental of Computer**

★ **Microsoft Windows**

O/S : Windows 7, 8, 10, 11 (Notepad, Wordpad)

★ **Microsoft Word**

Letter/Resume/Balance Sheet Setting

Multiple official letters with Mail Merge

★ **Microsoft Excel (Basic + Advanced)**

Calculation using formulas, Tables,
Charts, Invoice Creation, V-lookup, H-lookup,
V Codes, Pivot Table, Macros, Multiple
Folder Creation, Index & Match etc.

★ **Microsoft PowerPoint**

Step by step creation of presentation
including animation effects.

★ **Web Designing in HTML**

Gaur Computers



(Regd. under Govt. of India)

**Unlock your future with
Expert Computer Education**



Address :

1791/5, Jawahar Colony, NIT Faridabad.

Website :

www.gaurcomputers.com

Email ID :

sachingaur@gaurcomputers.com

Contact Number :

(+91) 9111-335-666

CERTIFICATE IN ADVANCED EXCEL CAE : 45 Days

- ☆ Calculation of Salary/Result/Interest
- ☆ Sum/Average/Count/Count Blank
- ☆ Booking App Creation, Sumproduct
- ☆ IF/AND/OR/V-lookup, H-lookup,
- ☆ Double V-lookup, Index & Match,
- ☆ Choose with V-lookup, Datedif, Text
- ☆ Concatenate, Multiple Folder Creation
- ☆ V. Codes/Formats and Chart Creation
- ☆ Pivot Table, Statistical Modeling

CERTIFICATE IN TALLY PRIME CTP : 3 months

- ☆ **Manual Accounting**
- ☆ Basic knowledge of Accounting in all types of Ledger A/cs. & Voucher Entry
- ☆ **Computerised Accounting**
- ☆ Creation of a new company
- ☆ Working with a company
- ☆ Ledger Account Creations
- ☆ All types of voucher entry posting
- ☆ Income and Expenditure Account
- ☆ Maintaining Profit and Loss Account
- ☆ Formation of Balance Sheet
- ☆ Bank Reconciliation
- ☆ Backup and Restore of Data
- ☆ Alteration, Deletion and Shortcuts
- ☆ Printing and Export the Reports

Gaur Computers



(Regd. under Govt. of India)

**Unlock your future with
Expert Computer Education**



Address :

1791/5, Jawahar Colony, NIT Faridabad.

Website :

www.gaurcomputers.com

Email ID :

sachingaur@gaurcomputers.com

Contact Number :

(+91) 9111-335-666

DIPLOMA IN DESK TOP PUBLISHING DTP : 6 months

★ **Adobe Pagemaker**

Type setting of Visiting Cards/Wedding Cards/Leaflets/Brochures/Invoice/Bill Books/Question papers setting and English/Hindi typing etc.

★ **Corel Draw**

Designing of Logo/Flex Board/Cartons/Glow Sign Boards etc.

★ **Adobe Photoshop**

Know about working with layers/Photo merging/Photo Editing/Image Resizing/Image Cropping/Image Effects/Slicing/Masking effects/Web Page Designing/Web page linking and Animation Effects.

CERTIFICATE IN COMPUTER HARDWARE CCH : 3 months

- ★ Cable Definition
- ★ Cabinet Introduction
- ★ CPU Error Solution
- ★ Monitor Introduction
- ★ U.P.S. Introduction
- ★ Motherboard Introduction & Solution
- ★ Physical Training with multiple parts
- ★ Intel Chip Introduction
- ★ Power Supply Unit work process

CERTIFICATE IN WORD PROCESSING CWP : 45 Days

- ★ **Introduction of Computer.**
- ★ **Introduction of Internet.**
- ★ **Introduction of Printer.**
- ★ **Microsoft Word**

Letter/Resume/Balance Sheet Setting
Multiple official letters with Mail Merge

Gaur Computers



(Regd. under Govt. of India)

**Unlock your future with
Expert Computer Education**



Address :

1791/5, Jawahar Colony, NIT Faridabad.

Website :

www.gaurcomputers.com

Email ID :

sachingaur@gaurcomputers.com

Contact Number :

(+91) 9111-335-666

DIPLOMA IN COMPUTER APPLICATION DCA - 1 year

★ **Fundamental of Computer**

★ **Microsoft Windows**

O/S : Windows 7, 8, 10, 11 (Notepad, Wordpad)

★ **Microsoft Word**

Letter/Resume/Balance Sheet Setting

Multiple official letters with Mail Merge

★ **Microsoft Excel (Basic + Advanced)**

Calculation using formulas, Tables,

Charts, Invoice Creation, V-lookup, H-lookup,

V Codes, Pivot Table, Macros, Index & Match,

Multiple Folder Creation etc.

★ **Microsoft PowerPoint**

Step by step creation of presentation

including animation effects.

★ **Adobe Pagemaker**

Type setting of Visiting Cards

Type setting of Wedding Cards

Type setting of Leaflets

Type setting of Brochures

Type setting of Invoice/Bill Books

Type setting of Question papers

Knowledge of English/Hindi typing

★ **Corel Draw**

Logo Designing, Flex Board Designing,

Cartons Designing & Glow Sign Boards.

★ **Adobe Photoshop**

Know about working with layers,

Photo merging, Photo Editing, Image Resizing,

Image Cropping, Image Effects, Masking

Effects, Web Page Designing, Slicing,

Web page linking and Animation Effects.

Gaur Computers



(Regd. under Govt. of India)

**Unlock your future with
Expert Computer Education**



Address :

1791/5, Jawahar Colony, NIT Faridabad.

Website :

www.gaurcomputers.com

Email ID :

sachingaur@gaurcomputers.com

Contact Number :

(+91) 9111-335-666

ADVANCE DIPLOMA IN COMPUTER APPLICATION : ADCA - 18 months

★ **Fundamental of Computer**

★ **Microsoft Windows**

O/S : Windows 7, 8, 10, 11 (Notepad, Wordpad)

★ **Microsoft Word**

Letter/Resume/Balance Sheet Setting,
Multiple official letters with Mail Merge.

★ **Microsoft Excel (Basic + Advanced)**

Calculation using formulas, Tables,
Charts, Invoice Creation, V-lookup, H-lookup,
V Codes, Pivot Table, Macros, Index & Match,
Multiple Folder Creation etc.

★ **Microsoft PowerPoint**

Step by step creation of presentation using
animation effects, designs and themes.

★ **Adobe Pagemaker**

Type setting of Visiting Cards/Wedding Cards/
Leaflets/Brochures/Invoice/Bill Books/Question
papers setting and English/Hindi typing etc.

★ **Corel Draw**

Designing of Logo/Flex Board/Cartons/Glow
Sign Boards etc.

★ **Adobe Photoshop**

Know about working with layers/Photo
merging/Photo Editing/Image Resizing/
Image Cropping/Image Effects/Slicing/
Masking effects/Web Page Designing/
Web page linking and Animation Effects.

★ **Computerised Accounting**

Company creation/Ledger creations/
Voucher entry posting/Income and
Expenditure A/c./Profit & Loss A/c./
Balance Sheet/Bank Reconciliation/
Backup and Restore Data/Alteration/
Deletion/Shortcuts/Printing & Export.

★ **Web Designing in HTML**

GAUR COMPUTERS

A Complete Training Institute



*Let's Make Your Better Tomorrow
With Us.....!!*

Office Address :

1791/5, Jawahar Colony, NJT Faridabad

Contact At :

9111-335-666

ENGLISH SPEAKING

DURATION : 3-6 Months

Types of Tenses

Kinds of Verbs

Word Power

Vocabulary

Idioms & Phrases

Group Discussions

Mock Tests

**Personality
Development**

Interview Training

Call Center Training

Practice Papers