

## COMPquest



**Course: COMPPQUEST**

**Duration:** 6 weeks

### About Compquest

This GNT's premier certification for desktop applications is based on the Microsoft® Office User Specialist (MOUS) Standards, the globally recognized standard for demonstrating desktop skills with the Microsoft® Office suite of business productivity applications. MOUS certification provides Microsoft Office and Microsoft Project XP users with the ability to put their training and skills to the test. By encouraging individuals to develop advanced skills with Microsoft's leading business desktop software, the COMPQUEST program helps fill the demand for qualified

knowledge workers in the modern workplace. At the same time, COMPQUEST helps satisfy an organization's need for qualitative assessment of employee skills. Using the Microsoft Office XP Suite, GNT Takes you from a beginner's level to a satisfactory intermediate level of the use of computers. This is done with consideration of the student's need to understand hardware terminologies and technology and also software applications with main concentration on the Microsoft office XP Suite. As Microsoft Registered Partners, GNT Trains you Using the Best of Microsoft Approved Materials and Certified Trainers in a perfectly conducive environment.

**Related Certification:** MOUS Microsoft Office User Specialist

### Prerequisite

No Basic knowledge of computer is required. Participants will Understand Basic Concepts of Hardware, Software and Information Technology (IT).

### Course Outline

- Working with Computers
- Learning the Basics
- Hardware Basics
- Disassembly and reassembly procedure of a PC

- Introduction to Software
- Information networking
- Computers in everyday life
- I.T and society
- Exploring Windows Features
- Using My Computer
- Organizing Files and Folders
- Introduction to Win XP
- Using Win XP Accessories
- Customizing Your Computer
- Using Office XP
- Using MS Word XP
- Using MS PowerPoint XP
- Getting Started with Using Internet Explorer
- Shut Down Options

### Contacts



#### GNT

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