KAUSHAL VIKAS COUNCIL OF SKILL & VOCATIONAL STUDIES

A Unit of Kaushal Vikas Educational Trust

Regd. NCT Delhi-Under An Act 525, Section 60 Govt. of India-Regd. No. 525, Book No. 4, Vol No. 860

ISO: 9001: 2015 Certified
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Certificate In Adv. Computer Software (CACS) SYLLABUS

CACS	Paper : C-1
Subject Code	Subject Name
CACS 101	1. Fundamentals of Computer
CACS 102	2. Windows
	(i) Notepad
	(ii) Word pad
	(iii) Paint
CACS 103	3. MS-office
	(i) MS-Word (A Full Featured Word Processing Program)
	(ii) MS-Excel (An Electronic Spreadsheet Program)
	(iii) MS – Power Point (A Complete Presentation Package)
	(iv) MS – Access (A Relational Database Management System)