

*Step Up your
Career with*



DIGITAL SKILLS & GEN-AI



**MAKING
VACATION
USEFUL WITH
AI TOOLS**



**MUST
LEARN IT
TOOLS
TAUGHT**



**OFFLINE
BATCHES
AVAILABLE
(Limited Seats)**

www.dvoc.in

COURSE CONTENTS



MICROSOFT OFFICE

- Exploring the Microsoft Word
- Assignments on WORD
- Exploring the Microsoft Excel
- Assignments on EXCEL
- Exploring the Microsoft Powerpoint
- Assignments on POWERPOINT

ADVANCED EXCEL

- Organizing Worksheet and Table data
- Calculating data with formulas
- INDEX and VLOOKUP Functions
- Pivot Tables and Pivot Charts
- Presenting Graphical Report
- What if-Analysis
- Automating business operations

GRAPHIC DESIGNING

- Use of Graphic Designing
- Proper Selection of Colors
- Understanding Text and Fonts
- Analysing Types of Photographs
- Making graphical artwork on Canva
- Softwares used in Graphic Designing in Industry

WEB DESIGNING

- Elements of a WIX
- Exploring the Designing
- Identifying the Tools
- Using of WIX to create web-pages
- Customising Templates using WIX
- Create Your own Web Page

SOCIAL MEDIA MKTNG

- Building a Social Media Strategy
- Understanding platforms for SMM
- Creating Content and hashtags
- Facebook Marketing
- Instagram Marketing
- Twitter/Youtube Marketing

GEN-AI

- Introduction to GenAI
- Basics of Writing Good Prompts
- How to Ask AI
- Popular GenAI Tools
- Daily Life GenAI Applications
- Activity