



## **Windows - Duration 10 hrs**

- Basics
- File Management
- User Management
- Personalisation
- Control Panel
- Printer Management
- Network Configuration
- Antivirus
- Sharing & Security
- Accesbilty

## **Internet - Duration 5 hours**

- Introduction : how internet works
- Types of connectivity
- Browsing techniques
- Email / Web and Client
- Social Media :  
Facebook / Twitter / Instagram /  
Youtube
- Online storages :  
Google docs / Google drive.

**Duration:  
15 hours**

**Fees:  
QR 2,000**