



100 G.D. No. 100

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# Certificate

This is to certify that Mr/Ms. SAQIB MUHAMMAD

Son/Daughter of Mr. DIL MUHAMMAD

After Successful completion of the course from 14-03-2011 to 13-06-2011

Secured 86% Marks and achieved Grade A Dated 29-06-2011

*[Signature]*

PRINCIPAL



*[Signature]*  
DIRECTOR

This Certificate may be verified at [www.pics.edu.pk](http://www.pics.edu.pk) using the certificate holder's registration number

Registration No. CC-01-04-11-1071

## COURSE TITLE

COMPUTER OPERATOR/OFFICE  
ASSISTANT

### Major Content Areas

- ◆ ICS (Introduction to Computer Sciences)
- ◆ Microsoft Windows XP
- ◆ Microsoft Word
- ◆ Microsoft Excel
- ◆ Microsoft Power Point
- ◆ Microsoft DMS
- ◆ Installation
- ◆ Microsoft Windows 98
- ◆ Microsoft Windows 2000
- ◆ Microsoft Windows XP
- ◆ Microsoft Office 2002/XP
- ◆ And Virus
- ◆ Drivers
- ◆ In-Pager
- ◆ Typing Tutor
- ◆ Internet Browsing
- ◆ E-Mail
- ◆ Composing/Data Entry Techniques

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