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## Office automation + basic computer in rawalpindi pakistan

### office automation in Nucom Institute rawalpindi

The manager asked the staff on how to make improvements to ensure that office automation does not give way to mistakes that can be overlooked. Office automation resulted in the secretary losing her job on my first day as I did not realize that was her main responsibility. They had some interesting office automation strategies that were of great use when they were applied for the good of the company.

**NUCOM**  
INSTITUTE OF INFORMATION TECHNOLOGY

**ADMISSION OPEN** کم فیس معیاری تعلیم

## OFFICE AUTOMATION COURSE

1	Microsoft Word 2016	2	Microsoft Excel 2016
3	Microsoft Powerpoint 2016	4	Windows Installation
5	Inpage 2011	6	Software Installtaion
7	Use of Internet	8	Use of Printer & Scanner
9	Urdu & English Typing		





NUCOM Institute of Information Technology  
Making IT the Future

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