



*Buildskill Academy*

*WE BUILD  
PROFESSIONALS*

# About Buildskill Academy

- ✓ Buildskill Academy is a private limited company ,Which provides industrial training to people ,here you can do different types of courses
- ✓ Digital marketing
- ✓ Graphic design
- ✓ Web development

Our work is to provide a very good education to the students so that they can ,we don't just teach ,we inspire and empower.

- The CEO & Founder is - Ankit Karn



# Computer Fundamentals

## Introduction to computers

- What is computer ?
- Types of computers
- Input and output Devices
- CPU, Memory and storage
- Operating system & Applications
- Internet and computer security

Presented by ShivaniDaksh



# MS Office & Office Automation

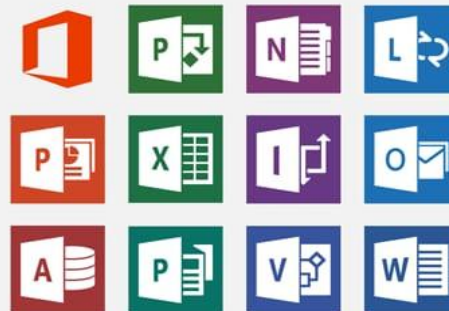
## MS OFFICE

- ❖ MS Word: Letter, Resume, Documents, Formatting
- ❖ MS Excel: Data Entry, Formulas, Tables, Charts
- ❖ MS PowerPoint: Slides, Presentation, Animation
- ❖ MS Access: Database, Tables, Records
- ❖ MS Outlook: Email, Contacts, Calendar



## Office Automation

- ❖ Typing & Data Entry
- ❖ File & Folder Management
- ❖ Internet & Email
- ❖ Printing & Scanning
- ❖ PDF & Online Forms
- ❖ Basic Office Documentation



Microsoft  
 Office  
Training

# Accounting & Tally Skills



## Accounting

- ❑ Basic & Financial Accounting
- ❑ Journal, Ledger & Trial Balance
- ❑ Profit & loss Account
- ❑ Cash & Bank Transactions
- ❑ Accounts Payable & Receivable
- ❑ Balance sheet preparation

## Tally Prime

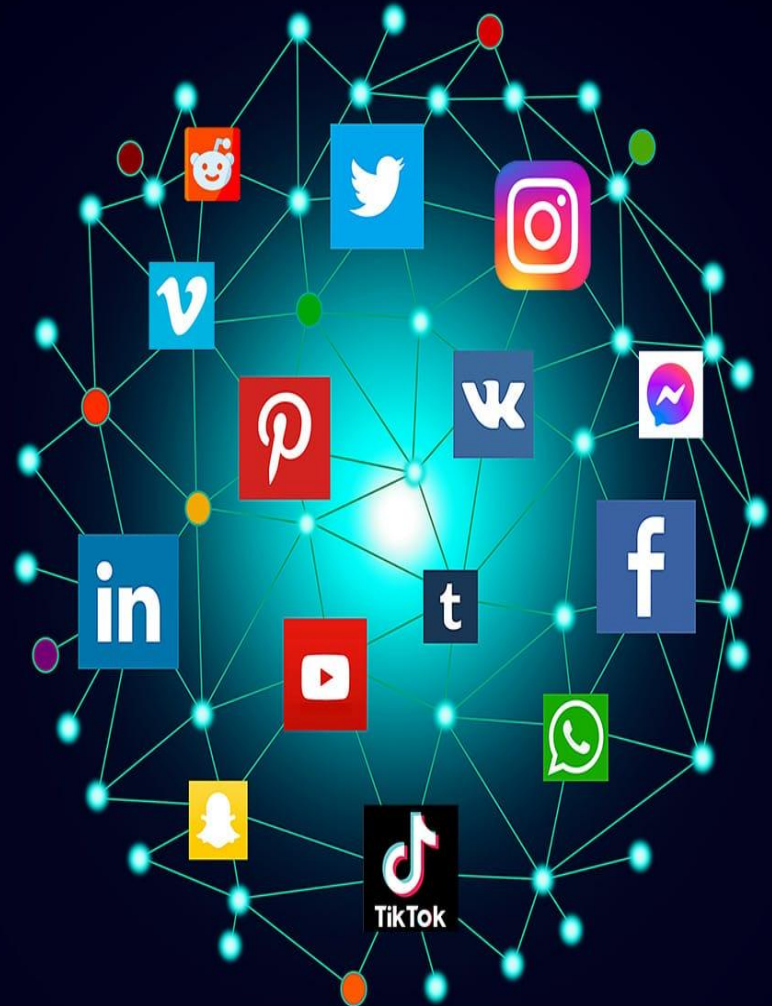
- ❑ Company Creation Configuration
- ❑ Ledger & Group Creation
- ❑ Voucher & Invoice Entry
- ❑ GST & Taxation
- ❑ Inventory & Stock Management
- ❑ Bank Reconciliation (BRS)
- ❑ Payroll Management
- ❑ Financial Reports

## AN COMPREHENSIVE GUIDE TO TALLY ACCOUNTING



# Internet & digital marketing

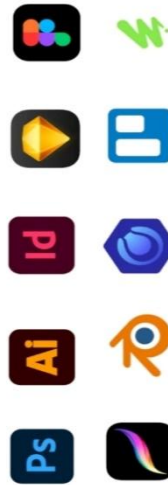
- ❑ Internet Connects People Worldwide.
- ❑ Digital Marketing promotes products online
- ❑ SEO Improves Website Visibility.
- ❑ Social Media reaches Customers,
- ❑ Email marketing promotes business



# Graphic Design & Creative Tools

# Graphic Design Basics

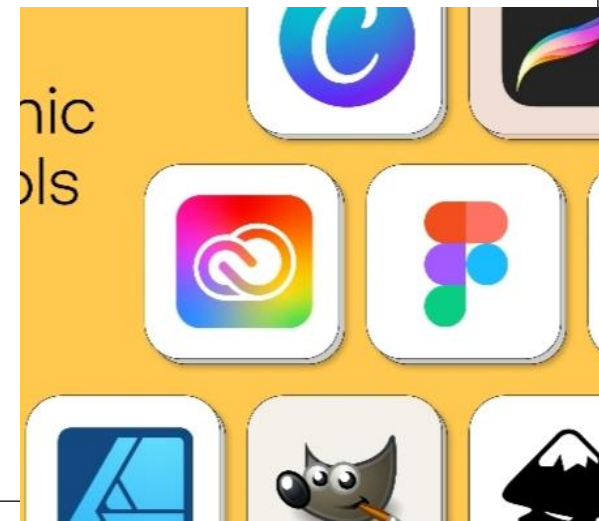
- ❖ Design Principles & Layout
- ❖ Colour & Typography
- ❖ Image Editing
- ❖ Logo & Poster Designing
- ❖ Social Media Creatives
- ❖ Brand Identity
- ❖ Print & Promotional



## Creative Tools & Skills

- ❖ Photo Manipulation
- ❖ Adobe Photoshop
- ❖ Corel DRAW
- ❖ Adobe Illustrator
- ❖ Creative Presentation design
- ❖ Motion Graphics
- ❖ Portfolio Design

# Top 10 Graphic Design Tools Every Beginner Should Learn



# ABCD of Web Development

What No B.Tech, MCA or  
Engineering Course Will Ever  
Teach You –

**But Every Successful  
Web Developer Must Know**

**Google**

Is God for Web Developers



**CAPT SHEKHAR GUPTA  
CHANDRAMOULI SINGH**

## Web Development & Programming

- HTML & CSS – Create and Design Web Pages
- JavaScript Basics – Add interaction and dynamic
- Web Page Structure – learn headings, links, images, forms, & tables
- Responsive Design – Make website suitable for mobile and desktop
- Website Layout & Navigation – Create user-friendly website structures
- Programming Fundamentals – Variables, conditions, loops & functions
- Python Basics – Learn beginner-friendly
- PHP Basics – understand server- side web programming
- Website Development Projects – Build Practical mini website



# LEARNING EXPERIENCE & CAREER FOCUS

## Learning experience

- Practical Computer Training
- Hands-on Projects & Activities
- Real-world office skills
- Interactive Learning Environment
- Problem – Solving & Creative Thinking
- Communication & Presentation skills
- Accounting & Tally Careers
- Data Entry & office jobs
- Digital Marketing Opportunities
- 



# START YOUR COMPUTER LEARNING JOURNEY

- ✓ Start your computer learning journey today
- ✓ Begin your journey towards digital success
- ✓ Learn today. Grow tomorrow
- ✓ Start learning . Start growing .start you career
- ✓ Your journey to digital skills start here
- ✓ Learn skills. Build confidence. Shape your future
- ✓ Turn your learning into your success
- ✓ Step into the world of digital skills

