

بِسْمِ اللّٰهِ الرَّحْمٰنِ الرَّحِیْمِ

Usman Computer Academy

Chobara Campus

Home of Computer Professional Courses (A Project of IT)

UCA COURSES					
Typing (English) In Page (Urdu)	6,000	1 month	Professional course	20,000	2 month
Ms. Office (Word,Excel,power point)	6,000	1 month	Adobe Photo Shop	20,000	2month
Installations (Windows, Software)	6,000	1 month	Corel Draw	20,000	2 month
Basic Course	12,000	1month	Adobe Illustrator	20,000	2month
General English Speaking Course	12,000	2month	Computer Hardware Course	20,000	2months
Digital Marketing	30,000	2month	E-Commerce	30,000	2 months
Graphic Designing	30,000	2month	Freelancing	30,000	2 months
Practice for each course	10,000	1 month	Amazon (VA)	10,000 P/M	6 months

amazon

Evolution of Windows Logos



WORDPRESS



Alibaba.com

Typing Skill

Typing:

Typing Is The Process Of Writing Or Inputting Text By Pressing Keys On A Typewriter, Computer Keyboard, Mobile Phone Or Calculator.

Tips for Improving Your Typing Speed & Accuracy

- 1.) Use The Correct Starting Position. When Practicing Your Typing Skills, It's Important to Use Proper Hand Placement
- 2.) Don't Look Down Your Hands
- 3.) Maintain Good Posture
- 4.) Find A Comfortable Position For Your Hands
- 5.) Practice!

Benefits of Touch Typing Skills

- Save Time. Perhaps The Most Obvious Benefit Of Learning To Touch Type Is That It Saves An Individual (And Their Company) Considerable Amounts Of Time
- Better For Your Overall Health
- Decrease Fatigue
- Increased Speed Of Text Production
- Accuracy
- Increases Workplace Productivity
- Technical Skills. One Of The Most Important Reasons For Teaching Keyboarding To Students Is To Provide Technical Skills
- Helps To Free Up Cognitive Energy
- Improves Computer-Based Test Scores In Students
- Eases Frustration
- Increases Confidence
- Supports Digital Equity



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In Page

In Page Is A Word Processor And Page Layout Software By Concept Software Pvt. Ltd., An Indian Information Technology Company. It Is Used For Languages Such As Urdu, Arabic, Balochi, Pashto, Persian, Punjabi, Sindhi And Under Windows And Apple Mac.



Basic Courses

- Typing
- In Page
- Ms. Word
- Ms. Excel
- Ms. Power Point
- Devices Information

Professional Courses

- Typing
- In Page
- Ms. Word
- Ms. Excel
- Ms. Power Point
- CPU's Devices Information
- Official Practice (School-Office Documents)
- Windows Installation
- Printing
- Professional Practice (As A Computer Instructor If Eligible)

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Microsoft Word:

Microsoft Word Is A Word Processing Program That Allows For The Creation Of Both Simple And Complex Documents

Work of MS Word:

Microsoft Word Is Word Processor Software Developed By Microsoft In 1983. It Is The Most Commonly Used Word Processor Software. It Is Used To Create Professional Quality Documents, Letters, Reports, Resumes, etc. and Also Allows You To Edit Or Modify Your New Or Existing Document. The File Saved In MS Word Has. Docx Extension. It Is A Component of the Microsoft Office Suite, But You Can Buy It Separately and Is Available for both Windows and Mac OS. The Latest Version Of MS Word Is 2019. In This Article We Will Learn The Features Of MS Word, But First We Learn How To Open MS Word?

Microsoft Excel

Excel A Spreadsheet Program From Microsoft And A Component Of Its Office Product Group For Business Applications. Microsoft Excel Enables Users To Format, Organize And Calculate Data In A Spreadsheet.

Microsoft Excel File Is Also Known As Workbook

The Most Frequently Used Functions In Excel Are:

- Auto sum
- IF Function
- LOOKUP Function
- VLOOKUP Function
- HLOOKUP Function
- MATCH Function
- CHOOSE Function
- DATE Function



Why Excel Is Important

Easy Arithmetic Solutions

Perhaps The Most Important Use Of MS Excel Is Using Its Ability Of Mass Arithmetic Calculations. With A Vast Program Full Of Formulae, It Can Add, Subtract, Multiply And Divide Hundreds Of Numbers Altogether, And Can Easily Re-Do It If A Value Is Changed Or Added.

Microsoft Power Point

It Is A Presentation-Based Program That Uses Graphics, Videos, Etc. To Make A Presentation More Interactive And Interesting. A PowerPoint Presentation Comprising Slides.

Benefits of Power Point

Making Your Presentation More Interesting Through The Use Of Multimedia Can Help To Improve The Audience's Focus. Power point allows you to Use Images, Audio and Video to Have a Greater Visual Impact. These Visual And Audio Cues May Also Help A Presenter Be More Improvisational And Interactive With The Audience.

Troubleshooting Of Computer

Troubleshooting Is A Systematic Approach To Solving A Problem. The Goal Of Troubleshooting Is To Determine Why Something Does Not Work As Expected And Explain How To Resolve The Problem. The First Step In The Troubleshooting Process Is To Describe The Problem Completely.

Speeding Up a Slow Computer

- Run Fewer Programs At The Same Time. Don't Have Too Many Programs Running At The Same Time
- Restart Your Computer
- Remove Viruses and Malware
- Free Up Hard Disk Space
- Verify Windows System Files
- Uninstall Unnecessary Programs
- Adjust Windows Visual Effects
- Run A Disk Scan
- Check Connections
- Look For Program Updates
- Close Background Tasks
- Clean Up Your Hard Drive
- Run An Antivirus Program.

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Display Problems

You Should Be Able To Hold Down On Your Computer's Power Button Until The Light Turns Off, And Then Just Turn It Back On.

1. Turn Up The Brightness. ...
 2. Try Another Display. ...
 3. Change The Input. ...
 4. Check Your Cables. ...
 5. Disconnect Your Peripherals. ...
 6. Multi-Monitor Matters. ...
 7. Listen For The Beep. ...
 8. Fix Your Boot Order.
 9. Check for Loose Electrical And Video Signal Cables.
 10. Check For Bad Contrast/Brightness Adjustments.
 11. Check for Correct Refresh Rate, Resolution And Color Depth As Per The Video Card . andOS.
 12. Attach The Monitor To Different Computer.
 13. Try Different Screen Resolutions To Resolve The Problem.
 14. Clean RAM and All Slots.
 15. Most Important Thing Is That, Put CPU in Sunlight.
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Print a Document (Print Settings)

Select File > Print. To preview each page, select the forward and backward arrows at the bottom of the page. If the text is too small to read, use the zoom slider at the bottom of the page to enlarge it. Choose the number of copies, and any other options you want, and select the Print button.

Orientation	Select Portrait (Taller) Or Landscape (Wider).
Page Size	Select The Size Of Paper You're Printing On.
Page Margins	Adjust The Margins Between The Edge Of The Page And The Text.
Pages Per Sheet	Arrange Multiple Pages On A Single Sheet.
Press CTRL + P	For Direct Printing

Professional Practice

Ready This Complete File and Use Same (Format, Size, and Border)

Coral Draw

- In Page
- Tools
- Designing Of Various Items
- Printing
- Professional Practice

Adobe Photo Shop

- In Page >Professional Practice
- Coral Draw Essential Work
- Tools
- Image Editing
- Designing Of Various Items
- Printing

Hardware Course

- Devices Information
- Software Installation
- Setup Setting
- Windows Installation
- Assembling Of CPU

Define Freelancing:

A Freelancer Is An Independent Contractor Who Earns Wages On A Per-Job Or Per-Task Basis, Typically For Short-Term Work. Benefits Of Freelancing Include The Freedom To Work From Home Or From A Non-Traditional Workspace, A Flexible Work Schedule, And A Better Work-Life Balance.

The Best And Highest Paying Freelance Jobs 2023

1. Web Designer or Web Developer. Every Business Needs A Website, And Good Web Designers Are In High Demand. ...
2. Graphic Designer
3. Teacher
4. Virtual Assistant
5. Freelance Writer
6. Editor
7. Accountant/Financial Consultant. ...
8. Social Media Specialist.

How to Start Freelancing With No Experience

1. STEP 1: Define Your Niche. It's Essential To Define Your Niche When Starting Out As A Freelancer. ...
2. STEP 2: Create An Online Presence. ...
3. STEP 3: Develop Your Portfolio. ...
4. STEP 4: Network With Other Freelancers And Professionals. ...
5. STEP 5: Reach Out To Potential Clients Directly.

Steps To Starting A Freelance Business

1. Define Your Business. If One Wants To Freelance, They Must First Decide What Services They Wish To Provide. ...
2. Find Your Target Client. ...
3. Check For Licensing And Tax Requirements. ...
4. Build A Portfolio. ...
5. Create Contacts & Build Professional Networking. ...
6. Move to Online Freelancing Websites.

Best Freelance Websites To Find Work

- Fiver
- Toptal
- Jooble
- Freelancer.Com.
- Upwork
- Flexjobs

- Simplyhired
- Guru

Digital Marketing

Definitions:

Marketing is the activity, set of institutions and processes for creating, communication, delivering, and exchanging offerings that have value for customers, clients, partners, and society at large.

Any Marketing That Uses Electronic Devices And Can Be Used By Marketing Specialists To Convey Promotional Messaging And Measure Its Impact Through Your Customer Journey. In Practice, Digital Marketing Typically Refers To Marketing Campaigns That Appear On A Computer, Phone, Tablet, Or Other Device. It Can Take Many Forms, Including Online Video, Display Ads, Search Engine Marketing, Paid Social Ads And Social Media Posts. Digital Marketing Is Often Compared To “Traditional Marketing” Such As Magazine Ads, Billboards, And Direct Mail. Oddly, Television Is Usually Lumped In With Traditional Marketing.

Types of Digital Marketing

Digital Marketing Can Be Broadly Broken Into 8 Main Categories Including:

- ✓ Search Engine Optimization,
- ✓ Pay-Per-Click,
- ✓ Social Media Marketing,
- ✓ Content Marketing,
- ✓ Email Marketing,
- ✓ Mobile Marketing,
- ✓ Marketing Analytics
- ✓ Affiliate Marketing

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HEAD CAMPUS CHOBARA

Join Usman Computer Academy for Your Best Future in IT Field and Learn High Standard Courses For (Job, Business, Freelancing) Purposes

Alhamdulillah UCA Serving Since 2005

UCA Stars Have Gotten GOVT & PVT Jobs in Computer Field (They Are Proud Of UCA)