

PROJECT REPORT

Digital Transformation in Education

By: The Future Track Computer Education

Date: September 2024

Table of Contents

S. No.	Section	Page No.
1	Acknowledgement	2
2	Introduction	3
3	Objectives	4
4	Literature Review	5
5	Research Methodology	6
6	Data Analysis	7
7	Results & Discussion	8
8	Conclusion	9
9	References	10

THE FUTURE TRACK

Acknowledgement

I would like to express my gratitude to The Future Track Computer Education for guiding me through this project and helping me understand the importance of digital transformation in education.

THE FUTURE TRACK

Introduction

Digital Transformation in Education refers to the integration of modern technology into teaching and learning. It enhances the learning experience through smart classrooms, e-learning platforms, and digital resources.

THE FUTURE TRACK

Objectives

- To understand the role of technology in modern education.
- To analyze the benefits of digital classrooms.
- To study the challenges in implementing digital transformation.
- To highlight the future opportunities of e-learning.

THE FUTURE TRACK

Literature Review

Several studies have highlighted the role of digital tools in transforming the education sector. According to UNESCO, digital platforms can bridge gaps in rural education.

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Research Methodology

This project uses a qualitative research approach with surveys and secondary data analysis.

THE FUTURE TRACK

Data Analysis

Category	Positive Response	Negative Response
Students	80%	20%
Teachers	70%	30%
Institutions	65%	35%

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Results & Discussion

The findings show that while digital transformation has immense benefits, challenges such as poor connectivity and lack of infrastructure remain. Future policies must address these gaps.

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Conclusion

In conclusion, digital transformation has revolutionized the education system, making it more accessible and interactive.

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References

- UNESCO Reports on Digital Education
- Ministry of Education, Govt. of India
- Research articles on blended learning and digital tools

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1	Acknowledgement	2
2	Introduction	3
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5	Research Methodology	6
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7	Results & Discussion	8
8	Conclusion	9
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Acknowledgement

I would like to express my special thanks of gratitude to my teacher and The Future Track Computer Education for giving me the golden opportunity to work on this project. This project has helped me in gaining knowledge about digital transformation and its importance in the education sector.

Introduction

Digital Transformation in Education refers to the integration of modern technology into teaching and learning. It enhances the learning experience through smart classrooms, e-learning platforms, and digital resources. India has embraced this transformation under the Digital India initiative.

Objectives

- To understand the role of technology in modern education.
- To analyze the benefits of digital classrooms.
- To study the challenges in implementing digital transformation.
- To highlight the future opportunities of e-learning.

Literature Review

Several studies have highlighted the role of digital tools in transforming the education sector. According to UNESCO, digital platforms can bridge gaps in rural education. Other research papers have indicated that blended learning (a combination of offline and online teaching) improves student engagement and outcomes.

Research Methodology

This project uses a qualitative research approach by reviewing articles, journals, and reports on digital education. Primary data was collected through surveys from 50 students and 10 teachers regarding their views on e-learning platforms. Secondary data was obtained from government reports and online resources.

Data Analysis

The survey results indicated that 80% of students prefer digital learning tools alongside traditional teaching. 70% of teachers agreed that digital transformation has improved student performance. However, challenges such as lack of internet connectivity and limited access to digital devices were observed.

Results & Discussion

The findings show that while digital transformation has immense benefits, challenges need to be addressed. The discussion indicates that future policies must focus on better infrastructure, teacher training, and making digital tools affordable for all.

Conclusion

In conclusion, digital transformation has revolutionized the education system. It has made education more accessible, interactive, and student-friendly. With continuous improvement in infrastructure and digital literacy, the future of education in India looks promising.

References

- UNESCO Reports on Digital Education
- Ministry of Education, Govt. of India
- Research articles on blended learning and digital tools
- Online journals and case studies

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Introduction

Digital Transformation in Education refers to the integration of modern technology into teaching and learning. It enhances the learning experience through smart classrooms, e-learning platforms, and digital resources. India has embraced this transformation under the Digital India initiative.

Objectives

- To understand the role of technology in modern education.
- To analyze the benefits of digital classrooms.
- To study the challenges in implementing digital transformation.
- To highlight the future opportunities of e-learning.

Conclusion

In conclusion, digital transformation has revolutionized the education system. It has made education more accessible, interactive, and student-friendly. With continuous improvement in infrastructure and digital literacy, the future of education in India looks promising.

TABLE OF CONTENTS

Table of Contents

S. No.	Section	Page No.
1	Acknowledgement	1
2	Introduction	2
3	Objectives	3
4	Literature Review	4
5	Research Methodology	5
6	Data Analysis	6
7	Results & Discussion	7
8	Conclusion	8
9	References	9
10	Appendix	10

Page 3 - Sample Content

Page 4 - Sample Content

Page 5 - Sample Content

DIGITAL INDIA

By: The Future Track Computer Education

Location: City Center, Dhanbad

THE FUTURE TRACK

Introduction

Digital India is a campaign launched by the Government of India to ensure that government services are made available to citizens electronically by improving online infrastructure and increasing Internet connectivity. The program was launched on 1st July 2015 by Prime Minister Narendra Modi. It aims to transform India into a digitally empowered society and knowledge economy.

Objectives of Digital India

- Provide high-speed internet in rural areas
- Promote digital literacy
- Ensure availability of government services online
- Encourage electronic payments and digital transactions
- Create jobs in IT and digital sectors

Key Initiatives of Digital India

1. BharatNet Project – To provide high-speed broadband to villages.
2. DigiLocker – To enable citizens to store important documents digitally.
3. BHIM App and UPI – For easy digital transactions.
4. e-Hospital – For online registration, fee payment, and medical reports.
5. Smart Cities Mission – To integrate technology in urban development.

Impact of Digital India

Digital India has significantly transformed the country. Internet penetration has increased rapidly, mobile banking and UPI transactions have grown, and e-commerce platforms have flourished. It has also empowered rural citizens by providing access to online education, telemedicine, and government schemes.

Challenges in Implementation

- Poor internet connectivity in remote areas
- Cybersecurity threats
- Low digital literacy among older generations
- High cost of digital infrastructure

Conclusion

Digital India is a visionary initiative that has the potential to transform India into a developed nation. Despite challenges, the mission has achieved great success in a short period. With continuous efforts in digital infrastructure, literacy, and security, India can truly become a global leader in the digital revolution.

Time	Monday	Tuesday	Wednesday
09:00 - 10:00	MS Word (Batch A)	MS Excel (Batch B)	Tally Prime (Batch A)
10:00 - 11:00	MS Excel (Batch B)	Tally Prime (Batch A)	PowerPoint (Batch C)
11:00 - 12:00	Tally Prime (Batch A)	PowerPoint (Batch C)	MS Word (Batch A)
12:00 - 01:00	PowerPoint (Batch C)	MS Word (Batch A)	MS Excel (Batch B)
01:00 - 02:00	Lunch Break	Lunch Break	Lunch Break
02:00 - 03:00	Graphic Design (Batch A)	Digital Marketing (Batch B)	MS Word (Batch A)
03:00 - 04:00	Digital Marketing (Batch B)	Graphic Design (Batch A)	MS Excel (Batch B)

Thursday	Friday	Saturday
PowerPoint (Batch C)	Graphic Design (Batch A)	Digital Marketing (Batch B)
MS Word (Batch A)	Digital Marketing (Batch B)	Graphic Design (Batch A)
MS Excel (Batch B)	Graphic Design (Batch A)	Digital Marketing (Batch B)
Tally Prime (Batch A)	Digital Marketing (Batch B)	Graphic Design (Batch A)
Lunch Break	Lunch Break	Lunch Break
MS Excel (Batch B)	Tally Prime (Batch A)	PowerPoint (Batch C)
Tally Prime (Batch A)	MS Word (Batch A)	PowerPoint (Batch C)

The Future Track Computer Education

Weekly Timetable for Computer Classes

Time	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
09:00 - 10:00	MS Word (Batch A)	MS Excel (Batch B)	Tally Prime (Batch A)	PowerPoint (Batch C)	Graphic Design (Batch D)	Digital Marketing (Batch E)
10:00 - 11:00	MS Excel (Batch B)	Tally Prime (Batch A)	PowerPoint (Batch C)	MS Word (Batch A)	Digital Marketing (Batch E)	Graphic Design (Batch D)
11:00 - 12:00	Tally Prime (Batch A)	PowerPoint (Batch C)	MS Word (Batch A)	MS Excel (Batch B)	Graphic Design (Batch D)	Digital Marketing (Batch E)
12:00 - 01:00	PowerPoint (Batch C)	MS Word (Batch A)	MS Excel (Batch B)	Tally Prime (Batch A)	Digital Marketing (Batch E)	Graphic Design (Batch D)
01:00 - 02:00	Lunch Break	Lunch Break	Lunch Break	Lunch Break	Lunch Break	Lunch Break
02:00 - 03:00	Graphic Design (Batch D)	Digital Marketing (Batch E)	MS Word (Batch A)	MS Excel (Batch B)	Tally Prime (Batch A)	PowerPoint (Batch C)
03:00 - 04:00	Digital Marketing (Batch E)	Graphic Design (Batch D)	MS Excel (Batch B)	Tally Prime (Batch A)	MS Word (Batch A)	PowerPoint (Batch C)

Formal Business Letter

The Future Track Computer Education
City Center, Dhanbad
Email: info@thefuturetrack.com
Phone: +91-9308877375

Date: September 15, 2024

To,
The Manager,
XYZ Pvt. Ltd.,
Ranchi, Jharkhand.

Subject: Proposal for Digital Marketing Training Collaboration

Dear Sir/Madam,

We, The Future Track Computer Education, are pleased to introduce ourselves as a leading institute in Dhanbad providing quality education in Digital Marketing, Web Development, and Computer Applications. We have trained more than 2000 students in the last 15 years, many of whom are working in reputed companies.

We would like to propose a collaboration with your organization to provide Digital Marketing training sessions for your employees. This program will enhance their skills in SEO, Google Ads, Facebook Ads, and Social Media Marketing, which will directly benefit your company's online growth.

We request you to kindly consider this proposal. Looking forward to your positive response.

Sincerely,

(Signature)
Raushan Kumar
Director,
The Future Track Computer Education

THE FUTURE TRACK COMPUTER EDUCATION

**Monthly Newsletter -
September 2024**

Digital Transformation in Education

Digital transformation has changed the way students learn and teachers teach. With the introduction of smart classrooms, online learning platforms, and digital resources, education is becoming more accessible and effective. The Future Track is at the forefront of adopting such technologies to empower students in Bihar and Jharkhand.

[Image Placeholder: Computer Classroom]

Upcoming Seminar

We are organizing a seminar on 'The Future of Digital Skills' scheduled for 20th September 2024 at The Future Track, Dhanbad. This seminar will cover key skills in digital marketing, AI, and e-learning platforms. Students are encouraged to participate and gain insights from industry experts.

Student Achievements

Our students continue to excel in different fields. This month, 25 students successfully completed the Digital Marketing Course and secured internships with reputed companies. Another 15 students built their first websites using WordPress. We are proud of their dedication and success.

[Image Placeholder: Student Success Group Photo]

Invitation Letters - Seminar

The Future Track Computer Education

City Center, Dhanbad

Date: September 15, 2024

To,
Rahul Kumar
Roll No: 101
Course: DCA

Subject: Invitation to Seminar on Digital Transformation in Education

Dear Rahul Kumar,

We are pleased to inform you that The Future Track Computer Education is organizing a seminar on 'Digital Transformation in Education' to help students gain better insights into the role of technology in learning.

You are cordially invited to attend the seminar.

Details of the Seminar:

Date: September 20, 2024

Time: 11:00 AM

Venue: The Future Track Computer Education, City Center, Dhanbad

Your presence will add value to the seminar. We look forward to seeing you.

Regards,
Director,
The Future Track Computer Education

The Future Track Computer Education

City Center, Dhanbad

Date: September 15, 2024

To,
Suman Kumari
Roll No: 102
Course: ADCA

Subject: Invitation to Seminar on Digital Transformation in Education

Dear Suman Kumari,

We are pleased to inform you that The Future Track Computer Education is organizing a seminar on 'Digital Transformation in Education' to help students gain better insights into the role of technology in learning.

You are cordially invited to attend the seminar.

Details of the Seminar:

Date: September 20, 2024

Time: 11:00 AM

Venue: The Future Track Computer Education, City Center, Dhanbad

Your presence will add value to the seminar. We look forward to seeing you.

Regards,
Director,
The Future Track Computer Education

The Future Track Computer Education

City Center, Dhanbad

Date: September 15, 2024

To,
Ankit Singh
Roll No: 103
Course: Tally Prime

Subject: Invitation to Seminar on Digital Transformation in Education

Dear Ankit Singh,

We are pleased to inform you that The Future Track Computer Education is organizing a seminar on 'Digital Transformation in Education' to help students gain better insights into the role of technology in learning.

You are cordially invited to attend the seminar.

Details of the Seminar:

Date: September 20, 2024

Time: 11:00 AM

Venue: The Future Track Computer Education, City Center, Dhanbad

Your presence will add value to the seminar. We look forward to seeing you.

Regards,
Director,
The Future Track Computer Education

The Future Track Computer Education

City Center, Dhanbad

Date: September 15, 2024

To,
Puja Kumari
Roll No: 104
Course: Digital Marketing

Subject: Invitation to Seminar on Digital Transformation in Education

Dear Puja Kumari,

We are pleased to inform you that The Future Track Computer Education is organizing a seminar on 'Digital Transformation in Education' to help students gain better insights into the role of technology in learning.

You are cordially invited to attend the seminar.

Details of the Seminar:

Date: September 20, 2024

Time: 11:00 AM

Venue: The Future Track Computer Education, City Center, Dhanbad

Your presence will add value to the seminar. We look forward to seeing you.

Regards,
Director,
The Future Track Computer Education

The Future Track Computer Education

City Center, Dhanbad

Date: September 15, 2024

To,
Vikas Kumar
Roll No: 105
Course: DFA

Subject: Invitation to Seminar on Digital Transformation in Education

Dear Vikas Kumar,

We are pleased to inform you that The Future Track Computer Education is organizing a seminar on 'Digital Transformation in Education' to help students gain better insights into the role of technology in learning.

You are cordially invited to attend the seminar.

Details of the Seminar:

Date: September 20, 2024

Time: 11:00 AM

Venue: The Future Track Computer Education, City Center, Dhanbad

Your presence will add value to the seminar. We look forward to seeing you.

Regards,
Director,
The Future Track Computer Education

The Future Track Computer Education

City Center, Dhanbad

Date: September 15, 2024

To,
Rani Sharma
Roll No: 106
Course: Graphic Design

Subject: Invitation to Seminar on Digital Transformation in Education

Dear Rani Sharma,

We are pleased to inform you that The Future Track Computer Education is organizing a seminar on 'Digital Transformation in Education' to help students gain better insights into the role of technology in learning.

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Details of the Seminar:

Date: September 20, 2024

Time: 11:00 AM

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Your presence will add value to the seminar. We look forward to seeing you.

Regards,
Director,
The Future Track Computer Education

The Future Track Computer Education

City Center, Dhanbad

Date: September 15, 2024

To,
Amit Gupta
Roll No: 107
Course: MS Office

Subject: Invitation to Seminar on Digital Transformation in Education

Dear Amit Gupta,

We are pleased to inform you that The Future Track Computer Education is organizing a seminar on 'Digital Transformation in Education' to help students gain better insights into the role of technology in learning.

You are cordially invited to attend the seminar.

Details of the Seminar:

Date: September 20, 2024

Time: 11:00 AM

Venue: The Future Track Computer Education, City Center, Dhanbad

Your presence will add value to the seminar. We look forward to seeing you.

Regards,
Director,
The Future Track Computer Education

The Future Track Computer Education

City Center, Dhanbad

Date: September 15, 2024

To,
Neha Verma
Roll No: 108
Course: Programming in C

Subject: Invitation to Seminar on Digital Transformation in Education

Dear Neha Verma,

We are pleased to inform you that The Future Track Computer Education is organizing a seminar on 'Digital Transformation in Education' to help students gain better insights into the role of technology in learning.

You are cordially invited to attend the seminar.

Details of the Seminar:

Date: September 20, 2024

Time: 11:00 AM

Venue: The Future Track Computer Education, City Center, Dhanbad

Your presence will add value to the seminar. We look forward to seeing you.

Regards,
Director,
The Future Track Computer Education

The Future Track Computer Education

City Center, Dhanbad

Date: September 15, 2024

To,
Manish Kumar
Roll No: 109
Course: Web Development

Subject: Invitation to Seminar on Digital Transformation in Education

Dear Manish Kumar,

We are pleased to inform you that The Future Track Computer Education is organizing a seminar on 'Digital Transformation in Education' to help students gain better insights into the role of technology in learning.

You are cordially invited to attend the seminar.

Details of the Seminar:

Date: September 20, 2024

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Venue: The Future Track Computer Education, City Center, Dhanbad

Your presence will add value to the seminar. We look forward to seeing you.

Regards,
Director,
The Future Track Computer Education

The Future Track Computer Education

City Center, Dhanbad

Date: September 15, 2024

To,
Gita Kumari
Roll No: 110
Course: Python Basics

Subject: Invitation to Seminar on Digital Transformation in Education

Dear Gita Kumari,

We are pleased to inform you that The Future Track Computer Education is organizing a seminar on 'Digital Transformation in Education' to help students gain better insights into the role of technology in learning.

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Date: September 20, 2024

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Venue: The Future Track Computer Education, City Center, Dhanbad

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Regards,
Director,
The Future Track Computer Education

PROJECT REPORT

Topic:
Digital Transformation in Education

Submitted By:

Rahul Kumar

Roll No: 123

Batch: 2024

Submitted To:

The Future Track Computer Education

City Center, Dhanbad

Date: September 2024

Acknowledgement

I would like to express my sincere gratitude to my mentor and The Future Track Computer Education for providing me with the opportunity to work on this project. Their guidance and support helped me complete this report successfully.

THE FUTURE TRACK

Index

Section	Page No.
Acknowledgement	2
Introduction	3
Objectives	4
Analysis	5
Conclusion	6
References	7

THE FUTURE TRACK

Introduction

This project report focuses on the importance of digital transformation in education. It explains how online learning platforms, e-learning tools, and digital classrooms are changing traditional teaching methods.

Objectives

1. To understand the role of technology in modern education.
2. To study the advantages of digital classrooms.
3. To analyze the challenges in implementing digital transformation.

Analysis

The analysis reveals that students learn faster with the help of interactive tools. Institutes using digital strategies are achieving better results, especially in remote and rural areas where online education has become a bridge to learning.

Conclusion

Digital transformation has made education more interactive and accessible. It reduces the gap between teachers and learners and prepares students for future technologies.

References

- Ministry of Education, Govt. of India
- Digital India Initiative
- Online articles and journals on e-learning

PROJECT REPORT

Topic: Digital Transformation in Education

Submitted By:

Rahul Kumar
Roll No: 123
Batch: 2024

Submitted To:

The Future Track Computer Education
City Center, Dhanbad

Date: September 2024

Introduction

This project report is focused on the importance of digital transformation in education. It highlights how technology, e-learning platforms, and digital marketing have changed the way students learn and teachers teach.

Objectives

1. To study the role of computers in modern education.
2. To analyze the benefits of online learning systems.
3. To explore the opportunities of digital tools in teaching.

Conclusion

Digital transformation has made education more accessible, affordable, and effective. Institutions that adopt digital tools will stay ahead and empower students with better learning opportunities.

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JHARKHAND ACADEMIC COUNCIL, RANCHI

SENIOR SECONDARY EXAMINATION - MARKSHEET

Name: Suman Kumari
Roll Code: 2211
Roll Number: 445566
Registration Number: JAC/2020/SCI/98765
School Name: Government Girls High School, Ranchi
Examination Year: 2024

Subject Code	Subject Name	Full Marks	Pass Marks	Theory Marks	Practical Marks	Total Marks
301	Hindi Core	100	30	62	-	62
302	English Core	100	30	55	-	55
303	Mathematics	100	30	70	-	70
304	Physics	100	30	45	23	68
305	Chemistry	100	30	42	26	68
306	Biology	100	30	48	27	75
					TOTAL	398
					PERCENTAGE	66.33%

Result: PASS
Division: First Division

This is a computer generated marksheet issued by Jharkhand Academic Council, Ranchi.

BIHAR SCHOOL EXAMINATION BOARD

SENIOR SECONDARY EXAMINATION - MARKSHEET

Name: Rahul Kumar
Roll Code: 1234
Roll Number: 567890
Registration Number: 2020/SCI/123456
School Name: Govt. High School, Patna
Examination Year: 2024

Subject Code	Subject Name	Full Marks	Pass Marks	Theory Marks	Practical Marks	Total Marks
101	Hindi	100	30	65	-	65
102	English	100	30	58	-	58
103	Mathematics	100	30	72	-	72
104	Physics	100	30	48	22	70
105	Chemistry	100	30	46	24	70
106	Biology	100	30	50	25	75
					TOTAL	410
					PERCENTAGE	68.33%

Result: PASS
Division: First Division

This is a computer generated marksheet issued by Bihar School Examination Board.

The Future Track Computer Education

Student Marksheet (10 Students, 5 Subjects)

Roll No	Name	English	Maths	Science	Computer	Accounts	Total	Percentage
R001	Student 1	78	85	79	90	82	414	82.8
R002	Student 2	65	72	68	70	67	342	68.4
R003	Student 3	88	95	84	96	89	452	90.4
R004	Student 4	90	87	93	88	85	443	88.6
R005	Student 5	55	63	58	65	60	301	60.2
R006	Student 6	72	70	74	82	73	371	74.2
R007	Student 7	84	89	81	93	86	433	86.6
R008	Student 8	69	80	72	85	78	384	76.8
R009	Student 9	91	92	89	97	90	459	91.8
R010	Student 10	76	77	75	79	74	381	76.2

Raushan Kumar

Address: City Center, Dhanbad, Jharkhand

Phone: +91-9876543210

Email: johndoe@example.com

LinkedIn: linkedin.com/in/johndoe

Profile Summary

Enthusiastic and detail-oriented Computer Applications graduate with strong knowledge in software applications, digital marketing, and accounting tools. Adept at problem-solving, teaching, and delivering results through innovative solutions. Seeking to leverage skills to contribute effectively to a dynamic organization.

Key Skills

- MS Office Suite (Word, Excel, PowerPoint, Access)
- Tally Prime with GST
- Graphic Designing (Photoshop, Illustrator)
- Digital Marketing (SEO, Google Ads, Facebook Ads)
- Programming in C, C++, Python
- Strong Communication & Leadership

Education

Degree/Certificate	Institute	Year	Percentage/CGPA
Bachelor of Computer Applications (BCA)	Binod Bihari Mahto Koyalanchal University, Dhanbad	2022	75%
Diploma in Computer Applications (DCA)	The Future Track Computer Education	2020	80%
Intermediate (Science)	Jharkhand Academic Council	2018	70%
Matriculation	Jharkhand Academic Council	2016	78%

Work Experience

- Computer Instructor – The Future Track Computer Education (2021 – Present)
- Trained 200+ students in DCA, Tally, and Digital Marketing.
- Conducted practical workshops on MS Office and Internet usage.
- Assisted in placement support for students.
- Intern – Digital Marketing, XYZ Pvt. Ltd. (2020 – 2021)
- Assisted in managing Facebook and Google Ads campaigns.
- Analyzed data reports and improved SEO ranking.

Projects

- Developed an E-commerce website for grocery products using WordPress.
- Created digital marketing campaign for a local coaching center and generated 300+ leads.
- Automated student result system using MS Excel and macros.

Certifications & Training

- ISO Certified DCA Certificate from The Future Track Computer Education.
- Digital Marketing Training – Google Garage.
- Graphic Design Workshop – Adobe Certified Program.

References

Available upon request.

Raushan Kumar

Address: City Center, Dhanbad, Jharkhand

Phone: +91-9876543210

Email: johndoe@example.com

LinkedIn: linkedin.com/in/johndoe

Profile Summary

Enthusiastic and detail-oriented Computer Applications graduate with strong knowledge in software applications, digital marketing, and accounting tools. Adept at problem-solving, teaching, and delivering results through innovative solutions. Seeking to leverage skills to contribute effectively to a dynamic organization.

Key Skills

- MS Office Suite (Word, Excel, PowerPoint, Access)
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- Programming in C, C++, Python
- Strong Communication & Leadership

Education

Degree/Certificate	Institute	Year	Percentage/CGPA
Bachelor of Computer Applications (BCA)	Binod Bihari Mahto Koyalanchal University, Dhanbad	2022	75%
Diploma in Computer Applications (DCA)	The Future Track Computer Education	2020	80%
Intermediate (Science)	Jharkhand Academic Council	2018	70%
Matriculation	Jharkhand Academic Council	2016	78%

Work Experience

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- ISO Certified DCA Certificate from The Future Track Computer Education.
- Digital Marketing Training – Google Garage.
- Graphic Design Workshop – Adobe Certified Program.

References

Available upon request.

Professional Resume Sample

Personal Information

Name: John Doe
Address: City Center, Dhanbad, Jharkhand
Phone: +91-9876543210
Email: johndoe@example.com
LinkedIn: linkedin.com/in/johndoe

Career Objective

To obtain a challenging position in a reputable organization where I can utilize my skills in computer applications, digital marketing, and data analysis, while contributing to the growth of the company and enhancing my career development.

Educational Qualification

Degree/Certificate	Institute	Year	Percentage/CGPA
Bachelor of Computer Applications (BCA)	Bhagwati Mahto Koyalanchal University, Dhanbad	2022	75%
Diploma in Computer Applications (DCA)	The Future Track Computer Education	2020	80%
Intermediate (Science)	Jharkhand Academic Council	2018	70%
Matriculation	Jharkhand Academic Council	2016	78%

Technical Skills

- Proficient in MS Office (Word, Excel, PowerPoint, Access)
- Knowledge of Tally Prime & GST Accounting
- Graphic Designing (Photoshop, Illustrator)
- Digital Marketing (SEO, Facebook Ads, Google Ads)
- Basic Programming in C, C++, Python

Work Experience

Computer Instructor – The Future Track Computer Education (2021 – Present)

- Trained 200+ students in DCA, Tally, and Digital Marketing.
- Conducted practical workshops on MS Office and Internet usage.

Intern – Digital Marketing – XYZ Pvt. Ltd. (2020 – 2021)

- Assisted in managing Facebook and Google Ads campaigns.
- Analyzed data reports and improved SEO ranking.

Projects

- Developed an E-commerce website for grocery products using WordPress.
- Created digital marketing campaign for a local coaching center and generated 300+ leads.
- Automated student result system using MS Excel and macros.

References

Available upon request.

MS Word Practical Projects - Sample Letters

Letter 1 – Leave Application for 3 Days (Family Reason)

To,
The Principal,
The Future Track Computer Education,
City Center, Dhanbad.

Subject: Application for Three Days Leave.

Respected Sir/Madam,

With due respect, I, _____ (Student Name), Roll No. _____, Batch _____, would like to request leave for three days (from _____ to _____) due to personal family reasons. Kindly grant me leave for the mentioned period.

I assure you that I will complete all the pending work after rejoining the classes.

Thanking You.

Yours faithfully,
(Signature)

[Student Name]

Date: _____

Letter 2 – Leave Application Due to Medical Reasons

To,
The Principal,
The Future Track Computer Education,
City Center, Dhanbad.

Subject: Application for Medical Leave.

Respected Sir/Madam,

I, _____ (Student Name), Roll No. _____, Batch _____, am studying in your institution. Due to sudden illness, I have consulted a doctor who has advised me to take rest for _____ days (from _____ to _____). Kindly grant me medical leave for the mentioned period.

I am also attaching the doctor's certificate for your reference. After rejoining, I will complete all the pending assignments and classes.

Thanking You.

Yours sincerely,
(Signature)

[Student Name]

Date: _____

Letter 3 – Permission to Attend Seminar/Workshop

To,
The Principal,
The Future Track Computer Education,
City Center, Dhanbad.

Subject: Request for Permission to Attend Seminar/Workshop.

Respected Sir/Madam,

I am pleased to inform you that I have received an opportunity to attend _____
(Seminar/Workshop Name) scheduled on _____ at _____ (Venue). This program will
be very useful for my learning and professional growth. Therefore, I kindly request you to grant me
permission to remain absent from classes on the mentioned date.

If required, I will submit the participation certificate/report after the event. I sincerely request you to
consider my application and grant me permission.

Thanking You.

Yours faithfully,
(Signature)

[Student Name]

Roll No.: _____

Contact: _____

Date: _____

MS Word Practical Project

Project 1: Write an Application to your Principal requesting for 3 days leave.

To,
The Principal
The Future Track Computer Education
Dhanbad

Subject: Application for Three Days Leave

Respected Sir/Madam,

I am writing to request leave for three days, from 15th September to 17th September, as I have to attend a family function out of town. I kindly request you to grant me leave for the mentioned period.

I assure you that I will complete all my pending work after rejoining the classes.

Thanking You.

Yours Sincerely,
[Student Name]
Roll No: _____
Batch: _____

MS WORD PRACTICAL PROJECTS

The Future Track Computer Education

List of MS Word Projects

1. Write an Application to your Principal requesting for 3 days leave.
2. Prepare a professional Resume (minimum 2 pages) with proper formatting.
3. Create a Marksheet in table format for 10 students with 5 subjects each.
4. Design a Project Report with Cover Page, Watermark, and Page Border.
5. Use Mail Merge to send invitation letters to 10 students for a seminar.
6. Create a Newsletter using 2-column formatting and insert images.
7. Draft a formal Business Letter with proper alignment and signature space.
8. Prepare a timetable for computer classes in a table with shading and borders.
9. Create a Poster for 'The Future Track Computer Education' using WordArt and Images.
10. Write an Essay on 'Digital India' (2 pages) using different heading styles, bullets, and numbering.

DIPLOMA IN COMPUTER APPLICATIONS (DCA)

Practical File

Institute: The Future Track Computer Education

Student Name: _____

Roll No: _____

Batch: _____

Authorized by: The Future Track Pvt. Ltd.

Index

Module	Assignment	Expected Output
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MS Word	Application to Principal for Leave	Formatted application with proper alignment & page setup
MS Word	Resume (2 Pages)	Professional resume with tables & headings
MS Excel	Student Marksheet with Total & Percentage	Marksheet calculating totals & percentages with formulas
MS Excel	Attendance Sheet with Conditional Formatting	Attendance sheet highlighting absentees in red
MS PowerPoint	5 Slide Presentation on Internet & Its Uses	Presentation with text, images, and transitions
MS PowerPoint	Advertisement Slide Show on Computer Course	Animated slideshow highlighting features of the course
MS Access	Create Students Database	Database with student info (Name, Roll, Course, Fees)
MS Access	Generate Report – Fees Pending Students	Printed report showing pending fee students
Internet & Email	Send Resume via Gmail with Attachment	Email sent with resume attached, confirmation screenshot
Tally Prime	Create Ledgers & Trial Balance	Ledger entries created, trial balance generated

Sample Solved Assignment

MS Word – Application to Principal for Leave

To,
The Principal
The Future Track Computer Education
Dhanbad

Subject: Application for Leave

Respected Sir/Madam,

I would like to request leave for 2 days (15th and 16th September) due to personal reasons. Kindly grant me permission.

Thanking You.

Yours Sincerely,
[Student Name]