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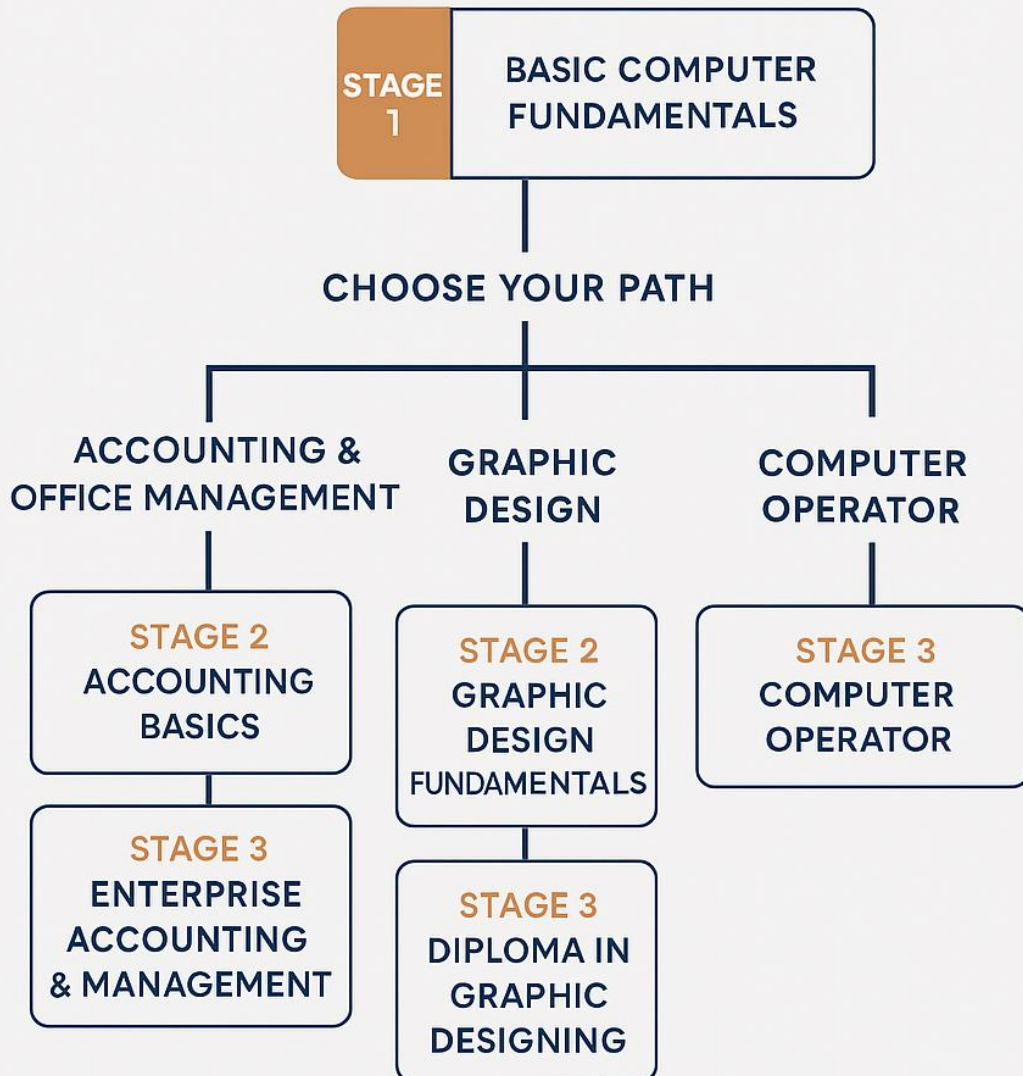


[DATE]

GRIZLI777
Globalpeace

COMPLETE LEARNING ROADMAP

* START WITH BASICS – CHOOSE YOUR CAREER PATH *



Everything you see listed here is just **the surface** of what you will learn. During the course, you will be taught **many more advanced topics, hidden tools, practical shortcuts, and real-world fundamentals** that go beyond the curriculum.

Basic & Young Genius

Duration: 1.5 Months

Pricing: Rs. 6,000

Perfect for students, beginners, job seekers & homemakers who want complete digital literacy and practical skills for the modern world.

Typing Mastery & Keyboard Skills

- English Typing (Lower, Upper, Sentence)
 - Nepali Unicode Typing (Preeti, Romanized)
-

Microsoft Word (All-in-One Professional Level)

Learn everything from writing to branding to creative documents.

Document Creation & Formatting

- Resume, Letters, Essays, Certificates
- Paragraph Styles, Columns, Indentation
- Tables, Borders, Bullet/Number Lists

Creative Word Design

- Question Papers Design (with MCQs, Grids)
- Letterhead Design (Custom Logos + Layouts)
- Invoice & Billing Templates
- Certificate & ID Card Design
- Brochure & Flyer in Word

Templates and Branding

- Reusable Templates for Office, School, Business
- Custom Logo Creation (Shapes, WordArt, Icons)
- Branded Headers & Footers
- Cover Page Design (Academic/Corporate)

Automation & Smart Features

- Table of Contents (TOC)
- Mail Merge for Certificates, Invitations
- Insert Bookmarks, Hyperlinks, Symbols
- Word-to-PDF, PDF Editing in Word

Advanced Word Utility

- Protecting Documents
 - Commenting, Reviewing & Tracking Changes
 - Translation & Research Tools in Word
-

Microsoft Excel (Level 1 - Daily Use & Business Basics)

The heart of data handling starts here.

- Cell Operations, Sorting & Filtering
 - Basic Formulas (SUM, AVG, COUNT, IF, etc.)
 - Table Formatting & Themes
 - Daily Expenses Tracker & Budget Sheet
 - Attendance Sheet with Auto Color
 - Simple Graphs & Charts
 - Marks Sheet, Grade Sheet, Salary Sheet
 - Excel to PDF, Printing Setup
 - Merge Sheets, Freeze Pane, Conditional Formatting
-

Microsoft PowerPoint (Modern Presentation Design)

Present like a professional in class, office or online.

- Creating Dynamic Presentations
 - Slide Layouts, Transitions, Animations
 - Educational & Business Presentation Design
 - Portfolio/Resume in Slides
 - Image & Video Insertions
 - Custom Slide Templates
 - Infographics Using SmartArt
 - Presentation Tips & Speaker Notes
-

Adobe Photoshop (Basic to Creative)

Enter the creative world with essential image editing and design skills.

Photo Editing Basics

- Cropping, Resizing, Brightness, Contrast
- Background Removal (Manual & AI)
- Skin Retouching & Blemish Removal

☐ *Design Tools & Techniques*

- Using Move Tool, Magic Wand, Layers
- Brush, Clone Stamp, Gradient, Shape Tool
- Text Design, Shadow Effects, Stroke & Glow

☐ *Creative Projects*

- Poster Design (Events, Sales, Awareness)
- Social Media Post Creation (Instagram, Facebook, YouTube)
- Certificate & ID Design (Transparent PNGs)
- Collage Making & Scrapbook Style Layout
- Logo Designing (Beginner Level)

☐ *Branding Practice with Photoshop*

- Business Card Design
- Letterhead & Flyer Design
- Logo Placement Mockups
- T-Shirt Print Mockups
- Transparent & Watermarked Logos

☐ *Export & File Handling*

- Export for Web, Print, Transparent Backgrounds
- Saving as PSD, JPEG, PNG, PDF
- Understanding DPI & Print Quality

📖 **Accounting Basics & Business Office Mastery**

Duration: 3 Months

Pricing: Rs. 7,500

For students and business owners looking to master office software, accounts, logs, and practical company-level data handling.

✔ **Includes Everything from the Basic & Fundamentals Course, PLUS:**

(note : Photoshop is not included in this accounting course)

☐ **Tally Accounting (Complete Beginners to Intermediate)**

- Company Creation, Ledger Setup
- Purchase, Sales, Payment, Receipt Vouchers
- Journal Entries, Debit/Credit Concepts
- Day Book, Ledger Book, Profit & Loss
- Stock Maintenance & Inventory Setup
- GST Basics & Voucher Entries
- Reports & Balances – Monthly & Annual
- Tally to Excel Export for Record Keeping

☐ **MS Excel for Stores & Companies**

- Purchase Register & Sale Register
- Store Inventory Sheet (In/Out Tracker)
- Auto Calculation of Profits & Loss
- Stock Sheet with Alerts
- Price List Maker with Auto Filter
- Billing Template in Excel
- Excel Bar-coding System (Optional)

☐ **Company Logs & Data Recording**

- Daily Entry Logbook (Visitors, Orders, Clients)
- Excel Log Systems (Date, Time, Category Wise)
- Access Database Introduction for Record Handling
- Monthly Report Compilation
- Attendance System in Excel

☐ **Enterprise Accounting & Multi-Platform Management**

Duration: 6+ Months

Pricing: Rs. 12,000

A business-focused professional course with tools, tactics, and technologies used in actual office environments.

✔ **Includes Everything from Accounting Basics, PLUS:**

Cross-Platform Management (Tally + Excel + MS Access)

- Data Exchange: Tally to Excel to Access
- Automated Backups & Version Logs
- Report Merging from Multiple Sources
- Client Data Centralization (CRM-lite)

Data Cleaning, Sorting & Validation

- Handling Dirty Data
- Using Data Validation Tools
- Dropdowns, Auto Suggest
- Cleaning Duplicates, Outliers
- Record Matching across Sheets

Advanced Excel for Departments

- HR: Salary Sheet, Leave Sheet, Attendance Tracker
- Finance: Budget Planning, Loan Calculator, EMI Generator
- Sales: Target Sheet, Client Tracker, Funnel Tracker
- Inventory: Stock Book, Barcode Systems, Vendor List

Tally Accounting for Departments

- Department-wise Ledger Tracking
- Cost Centers, Cost Categories
- Salary Journal Entries
- Departmental P/L and Balance Sheets

Tally for Banking & Business Management

- Cheque Book Management
- Bank Reconciliation Statement
- Capital Account & Withdrawals
- Partner Account Handling

☐☐ **Front Desk & Office Management**

- Visitor Logbook (Excel/Access)
- Appointment Scheduling System
- CRM Lite: Client Info, Next Contact
- Excel-based Billing and Token System
- Auto Email Templates & Invoice Sharing

☐ **Practical Automation & Macros**

- Excel Macros: Auto-Reporting & Invoicing
- Buttons & Shortcuts for Speed
- Link with Google Sheets (Optional)
- Access Forms for Employee Entries

Graphic Designing Master Course

Duration: 3 Months

Pricing: Rs. 8,000

From digital art to printable branding, learn creative tools used by pros.

✓ **Includes:**

- **Photoshop (Design & Photo Editing)**
 - Image Correction, Background Removal
 - Social Media Design, Business Posters
 - Photo Collage, Filters & FX
 - Watermarking, Logo Making
 - PSD Handling & Exporting
- **CorelDRAW (Vector Design)**
 - Logo, ID Card, Banner Design
 - Visiting Card, Letterhead
 - Vector Tools & Shapes
 - Print Layout Setup

- **Illustrator (Digital Art & Branding)**
 - Shape Design & Icon Making
 - Color Palettes, Pen Tool Mastery
 - Brand Kit Design Basics
 - UI Wireframe Elements
- **MS PowerPoint for Design**
 - Animated Slides for Product Showcase
 - Portfolio Presentation Design
 - Export as Video or PDF
- **MS Word for Creatives**
 - Letterhead Design
 - Invoice & Company Profile
 - Templates with Graphics
- **Bonus:**
 - Typing + Internet Handling
 - Image Sourcing + Copyright Safety
 - Free Design Resources Guide

Diploma in Advanced Graphic Designing & UI/UX

Duration: 8 Months

Pricing: Rs. 14,000

Master the full design pipeline — from illustration to branding and digital UI creation.

Inclusions:

- Everything in Graphic Design Master Course
- ✓+ **Adobe InDesign**
 - Magazine, Booklet, Poster Layouts
 - Print-Ready Formats
- ✓+ **UI/UX Tools**
 - Mobile App Mockups
 - Color Theory for Digital
 - Layout Principles
- ✓+ **Designer Productivity**
 - CMD Commands for Designers
 - Excel Macros for Batch Editing
- ✓+ **Branding Essentials**
 - Brand Style Guide
 - Social Media Kit
 - Font Design & Typography
 - T-Shirt/Merch Designing

- Mockup Presentation Kit

□ □ Professional Computer Operator & Digital Office Mastery

Duration: 4 Months

Pricing: Rs. 7,000

For those aiming to work as computer operators, front desk assistants, or tech support.

□ Inclusions:

- Everything in Basic & Fundamentals
- Advanced File Management (Zipping, Security, Hidden Files)
- Admin Rights & Permissions
- Printer, Scanner Setup
- BIOS, USB Boot, Disk Partition
- Command Prompt Basics
- Registry Editor Introduction
- Services Management & Task Manager Tools
- MS Access – Entry Forms, Queries, Reports
- PDF Conversion, Data Entry Logs
- Virus Removal, Antivirus Tools (Manual/Auto Scan)
- Cloud Backup Tools (OneDrive, GDrive)
- Setting up Online Stores (Optional Add-on)

✉@ Google Workspace Essentials (Tier 1)

📅 Duration: 1 Month


💰 Price: Rs. 4,500


Master Google tools for remote work, school, and office.

1. Gmail Tips & Filtering System
2. Google Docs (Writing, Formatting, Sharing)
3. Google Sheets (Basic Formulas & Charts)
4. Google Slides (Professional Presentation)
5. Google Drive (File Sync, Backup, Sharing)
6. Calendar & Event Scheduling

7. Google Forms (Feedback, Surveys)
 8. Google Keep for Notes & To-Do Lists
 9. Shared Drives & Access Rights
 10. Workspace Mobile Integration
-

Google Workspace Advanced (Tier 2)

 Duration: 1.5 Months


 Price: Rs 8000


Go deeper into workflow automation and team productivity.

(all in google workplace tier -1)

1. Google Sheets Advanced (Data Validation, Filters)
 2. Google Apps Script (Automation Basics)
 3. Smart Collaboration Tools (Comments, Suggestions)
 4. Google Sites (Create School/Business Website)
 5. Google Meet Management & Recording
 6. Drive Linking with Other Apps
 7. Custom Templates in Docs/Sheets/Slides
 8. Gmail Add-ons for Workflow
 9. Google Groups & Admin Console Intro
 10. Workspace for Teams: Shared Drives & File Control
-

Smart School Management


 Duration: 2 Months


 Price: Rs. 9000

Learn to run a full school office digitally.

1. Add/Edit/Delete Students & Teachers
 2. Timetable Management System
 3. Attendance System with Reporting
 4. Exam Marks & Grade Sheet Automation
 5. Fee Management (Due Alerts & Receipts)
 6. SMS Alerts & Notices
 7. Homework & Circular Uploads
 8. Parent Login System Overview
 9. Backup & Restore School Data
 10. Staff Role Assignment & User Control
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Store Management Software (POS & Inventory)


 Duration: 1.5 Months


 Price: Rs. 6,000

Perfect for small shops, hardware, kirana stores.

1. Product Entry & Barcode Labeling
2. Stock In/Out Tracking
3. Sale & Purchase Entry
4. Invoice Generation & Printing
5. Customer Details Log
6. Discount Management & Tax Setup
7. Day-End Reports
8. Alerts for Low Stock
9. Expense Tracking Feature
10. POS System Simulation (with shortcut keys)

Free Banking Software Mastery (LedgerLite / Money Manager EX)

 Duration: 1.5 Months

 Price: Rs. 5,500

Learn banking-style record management with free tools.

1. Customer Account Management
2. Deposit/Withdrawal Entries
3. Loan EMI & Interest Logs
4. Day Book & Ledger Summary
5. Monthly Balance Sheet
6. Simple Financial Reports
7. Password Protected Entries
8. CSV Export & Import
9. Audit Trail Log
10. Offline & Portable Setup

Sales & Billing Master Course

 Duration: 1 Month


 Price: Rs. 4,000


For any retail or service-based business.

1. Bill Entry & Printing

2. Auto Calculation Templates (Excel)
3. Itemized Invoice Design
4. GST-Inclusive Billing System
5. Daily Sales Report
6. Customer Credit Tracking
7. QR & Barcode Generator
8. Payment History Logs
9. Billing Receipt PDF Export
10. Basic CRM for Client Management

Data Entry & Record Keeping Pro


 Duration: 1 Month


 Price: Rs. 3,000

Focus on accuracy, speed & formats.

1. Excel & Word Entry Practice
2. Print-Ready Table Formatting
3. Form Filling (Digital & Manual)
4. PDF to Word/Excel Conversion
5. Email Collection Sheets
6. Attendance Entry Logs
7. Sales Record Logs
8. Expense Vouchers (Manual & Digital)
9. Daily Activity Report Format
10. File Naming & Versioning Practice

Photo ID & Passport Maker (Lite Course)

 Duration: 2 Weeks

 Price: Rs. 2,000

Quick, useful course for job or business.

1. ID Card Setup in Photoshop/Word
2. Passport Size Layout in Bulk
3. Photo Cropping & Resizing
4. Face Centering Techniques
5. Border & Background Adjustment
6. Name & Number Overlay
7. Export to PDF & JPEG
8. Add Barcode/QR Code
9. Photo Correction Tips

10. Print Settings for A4 & Photo Paper

Digital File Management & Security


 Duration: 2 Weeks


 Price: Rs. 1,800

Master your system like a pro.

1. Folder Hierarchy System
2. Naming Conventions
3. File Compression (ZIP/RAR)
4. File Encryption Basics
5. Hidden Files & Recovery
6. Cloud Backup Syncing
7. Shortcut & Alias Creation
8. Storage Cleaning Tools
9. USB Virus Scan Tips
10. Recovery from Recycle Bin/Restore Points

Internet Office Tools Mastery

 Duration: 1 Month


 Price: Rs. 3,500

Best for virtual office & remote workers.

1. Online Survey Creation (Google Forms, Typeform)
2. Online Spreadsheet Sharing
3. Google Calendar Event Invites
4. Zoom & Meet Controls
5. PDF Compression Tools
6. Web-based File Sharing (WeTransfer, Drive)
7. Collaborative Docs
8. Online Signature Tools
9. Password Managers (Bitwarden, KeePass)
10. Browser Bookmark & Extension Setup

Document Design & Automation (Tier 1)


 Duration: 1 Month


 Price: Rs. 2,000

Master professional document workflows.

1. Resume & Letter Formatting in Word
2. Certificate & Report Design
3. Smart Table of Contents
4. Styles, Headers, Page Numbering
5. Cover Page & Branding Elements
6. Document to PDF & Print Settings
7. Page Setup for Booklets
8. Merge Text & Tables from Excel
9. Watermark & Footer Branding
10. Version Saving & Export

Document Automation & Merge Mastery (Tier 2)

 Duration: 1.5 Months


 Price: Rs. 5,000


For offices, schools & certificate issuing.

(all in Document design & automation tier 1) +

1. Mail Merge Letters & ID Cards
2. Auto Numbered Certificates
3. Multi-template Integration
4. Excel to Word Merge Data
5. Filters & Conditions in Merge
6. Bulk Printing Setup
7. Digital Signature Integration
8. Template Repository Setup
9. Merge Preview & Test Print
10. Final Export for Mass Documents

Photoshop Photo Editing Pro


 Duration: 1 Month


 Price: Rs. 4,000

Perfect only for editing lovers.

1. Skin Retouching & Smoothing
2. Eye & Teeth Whitening
3. Background Replacement
4. Lighting & Color Correction
5. Beauty Filters & FX
6. HDR & Vibrance Control
7. Patch, Clone & Healing Tools
8. Cutouts & Transparency
9. Export for Social & Print
10. Smart Layered Editing

Smart Data Entry & DB Creation (Access + Excel)


 Duration: 1.5 Months


 Price: Rs. 5,500

Professional record handling in DB systems.

1. Create Entry Forms (MS Access)
2. Basic Database Design
3. Primary Keys & Relational Setup
4. Excel to Access Import
5. Sales Logbook & Attendance Entry
6. Query Builder & Filtering
7. Monthly Report Automation
8. Search Function in Forms
9. Print Reports & Export to PDF
10. Secure Backup of DB Files

Tally Accounting Masterclass (Tier 1: Tally Basics)


 Duration: 1.5 Months


 Price: Rs. 5,500

Start learning Tally ERP 9.0 for beginners.

1. Installing & Configuring Tally
2. Create Company, Ledgers, Vouchers
3. Sales & Purchase Entry
4. Payment & Receipt Entries
5. Debit & Credit Note Handling
6. GST Setup & Application (Basics)
7. Simple Day Book, Ledger View
8. Trial Balance & Balance Sheet
9. Backup/Restore Company Files
10. Print Settings & Invoice Customization

Tally Accounting Mastery (Tier 2: Advanced Tally ERP)

 Duration: 2 Months


 Price: Rs. 7,500

Advanced skills + automation in Tally ERP 9.0.

1. All Tier 1 Topics Covered
2. Payroll Setup & Salary Vouchers
3. TDS/TCS Handling
4. Cost Centre & Cost Categories
5. Budget Creation & Comparison
6. Multi-GST & HSN Codes
7. Advanced Reporting & Filtering
8. Inventory & Stock Valuation Methods

9. Security Control & User Roles
10. Data Synchronization & Export (Excel/PDF)

MS Access & Database Masterclass


 Duration: 1.5 Months

 Price: Rs. 6,000

Master data structuring using Microsoft Access and create professional-grade database tools.

1. Intro to Relational Databases & Access Interface
2. Creating Tables with Data Types
3. Primary Keys & Relationships
4. Entry Forms with Dropdowns and Validation
5. Creating Queries (Search, Filter, Join)
6. Report Generation & Formatting
7. Auto Reports & Printable Templates
8. Import/Export with Excel and Word
9. Attendance & Logbook Management System
10. Inventory or Staff Record System in Access

Fundamental Designing: Font & Abstract Creation


 Duration: 3 Month

 Price: Rs. 9,500

Focus on unique creative outputs with minimal tools.

1. Custom Font Creation Basics (FontForge)
2. Letter Styling, Kerning & Glyph Design
3. Creating Logo Typography (Photoshop + Illustrator)
4. Abstract Poster Design in Photoshop
5. Background Pattern Generation
6. Creative Use of Shape Tools & Gradients
7. Fonts for Branding vs Display
8. Artistic Portfolio Setup
9. Designing Covers & Title Screens
10. Exporting Fonts and Templates

Start Button Essentials

 Duration: 1.5 Months

 Price: Rs. 6,000

Become a power user by mastering the real tools behind the Start Menu.

1. Task Manager Deep Dive
2. File Explorer & View Management
3. Windows PowerShell Basics
4. Disk Partition & Management Tools
5. Computer Management Console

6. Device Manager, Driver Update, Troubleshooting
7. Group Policy Editor Basics
8. System Registry & Editing Safety
9. Event Viewer (Logs & Tracing Crashes)
10. System Power Plan, Apps, Default Programs Setup

⚡ Crash Lite Course: File Mastery & Zip Tools

📅 Duration: 2 Weeks

💰 Price: Rs. 2,000

1. ZIP/RAR/7z Usage & Creation
2. File Splitting and Merging
3. Password Protecting Archives
4. Online Sharing Tools (GDrive, WeTransfer)
5. Auto Backup Folders

⚡ Crash Lite Course: Resume & Branding Basics

📅 Duration: 2 Weeks

💰 Price: Rs. 2,000

1. MS Word Resume Design
2. Personal Logo Creation
3. Cover Letter Formatting
4. LinkedIn Profile Setup
5. Exporting for Web/Print

⚡ Crash Lite Course: Photoshop Quick Starter

📅 Duration: 2 Weeks

💰 Price: Rs. 2,000

1. Photo Resize & Brightness
2. Remove Backgrounds Fast
3. Add Logo to Image
4. Instagram & FB Post Format
5. Export PNG, JPG, PSD

⚡ Crash Lite Course: Internet Safety & Virus Handling

📅 Duration: 2 Weeks

💰 Price: Rs. 2,000

1. Basic Firewall Setup
2. Manual Virus Removal

3. USB Safety Tips
4. Antivirus Scanning
5. Safe Software Download

⚡ **Crash Lite Course: Google Forms for Business**

📅 Duration: 2 Weeks

💰 Price: Rs. 2,000

1. Create Business Inquiry Form
2. Feedback Form with Conditional Logic
3. Google Sheets Linkage
4. Quiz Setup & Score Viewer
5. Auto Email Submission

