

3 Wednesdays ---- 3 Hour Session

MICROSOFT OFFICE ESSENTIALS for BUSINESS PROFESSIONALS

LEARN 3 SOFTWARES IN 1 TRAINING PROGRAM



Blue Apple Trainers
We Nurture Training Culture

COURSE OVERVIEW

This Microsoft Office course focuses on the most important and most popular features of Microsoft Office, providing you with skills to be productive and efficient in Ms Word, Ms Excel, Ms PowerPoint. You'll also learn to link data between these applications. The course is 100% hands-on, with exercises to help the participants practice the new skills they learn.

COURSE LEADER

Ms. Sumaira Ghouri is a Corporate Trainer, Course Facilitator, Lecturer and Public Speaker. She has more than 10 years' experience working in the Human Resource and General Administration fields holding progressively more challenging positions from HR Generalist to Manager Training.

- The First Female Microsoft Office Corporate Trainer in Pakistan
- Certified Microsoft Office Specialist (MOS) Expert Level

40% OFF

MODULES / CONTENTS

(8th May 2019)

Microsoft Power Point

- Creating presentations
- Creating and using Tables and charts
- Preparing and printing presentations
- Slide masters and transitions
- Exporting Outlines and Slides
- Editing Notes and Handout Masters
- Applying Special Effects
- Setting Up the Slide Show
- Action buttons and equations
- Expanding a Slide Show
- Presenting to a Wider Audience
- Using SmartArt
- Inserting a Photo Album
- Sound, Animation & Movies

(15th May 2019)

Microsoft Excel

- Introduction to Excel Screen
- Data Management tools
- Advanced Formatting tricks
- Data Protection & Security techniques
- Advanced Filter
- Printing Techniques
- Name Manager & its Application
- Working with Formula & Functions
- Nested Function
- Working with Charts
- In-cell charts practices
- Consolidate
- Pivot Table & Pivot Charts
- Working with Slicer
- Working with Macros

(22nd May 2019)

Microsoft Word

- Using Outline View & Styles
- Creating a Table of Contents
- Working with Headers & Footers
- Using Footnotes & Endnotes
- Inserting Graphics & SmartArt
- Working with Drawing Objects
- Using Newsletter-style Columns
- Using Chart Creation Features
- Working with Table & Formula
- Using Templates
- Customizing Word Preferences
- Working with Lists
- Using Mail Merge
- Using Forms

TRAINING METHODOLOGY

- Multimedia presentation with demonstration and discussion
- Comprehensive Handouts
- Practical examples on each software
- Group discussions to enable sharing of expertise

WORKSHOP SCHEDULE

Time: 9:30 AM to 12:30 PM

Venue: LalQila Restaurant, Karachi

***Investment: Rs. 10,000/.**

Ramadan Offer: 40% off Rs. 6000

* Includes: Training Material, Certificate etc.

* Exclusive of GST & all Taxes

* Participants are requested to Bring Laptop with MS Office 2013 or above

FOR REGISTRATION:

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