

MICROSOFT OFFICE EXCEL, WORDS AND POWERPOINT BASIC

AVAILABLE FOR OFFLINE & ONLINE

**IT
Series**

OVERVIEW

This course is designed for those delegates who wish to acquire the basic skills to use Excel, words and powerpoint effectively. It would benefit anyone wishing to learn the basics of creating spreadsheets and creating powerpoint slides.

On completion of this course, attendees will be able to create a spreadsheet, format text and numbers, perform basic calculations and present data in a graphical format.

WHO SHOULD ATTEND?

- ✓ This course is designed for Clerks, Officers, Executives, Supervisors, Administrators,
- ✓ Managers of all levels; and personnel who want to know and to understand basic concept of Microsoft Excel, Words and PowerPoint.

OBJECTIVE

Participants will get the idea and guide how to work with Excel environment

Participants will get the idea and guide how to manage data efficiently and more accurate.

Participants will also understand how present data with various styles to emphasize the important data.

Participants will get the idea and guide how to work with Word environment

Participants will know how to prepare pre-presentation and basic requirement to create creative presentation.