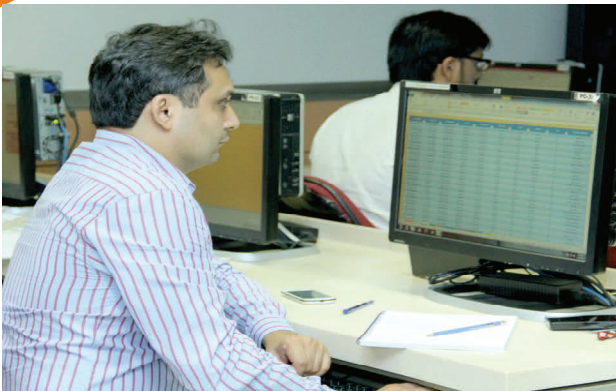


Workshop on Microsoft Office 2010/ 2013 Compendium

MS WORD, MS EXCEL , MS POWER POINT

COURSE OVERVIEW

Microsoft Office is one of the most popular and commonly used desktop application software in offices. It is used to perform most of the official work which relates to word processing, presentations, and spreadsheets. A professional application with the name of Microsoft Word is available which helps you produce letters, memos & reports. For office presentations it includes a full functional productivity tool Microsoft PowerPoint which helps you to build powerful presentation and deliver presentations more effectively. For office calculation it includes application which offer a full functional spreadsheet utility which helps you develop worksheets both for performing calculations for existing financial conditions along with forecasting with the name of Microsoft Excel Microsoft Office by its effective design can be used by the users with a little or no knowledge; but its real power comes from using this software beyond the basics. Users can do several tasks 10 times faster with using this application suite the right way. This training will help participants by imparting knowledge on how to use this application suite to its fullest.



Dates: Jan 26– 28, 2016
Days: Tuesday , Wednesday & Friday
Timings: 9:00 am-05:00 pm
Venue: IBA City Campus
Trainer: Mr. Rahim Zulfiqar Ali

Skills Development Program

Adding Skills to Experience



COURSE OUTLINE

Microsoft Word

- Exploring new features
- Get control of document
- Create and customize a table of contents
- Word 2010 tips and techniques
- Keyboard Shortcuts
- Smart Graphics
- Mail Merge
- Proofing Documents
- Printing and previewing documents

Microsoft PowerPoint

- Exploring new features
- Presentation tips and tricks
- Spice of special objects
- Sound, Animation & Movies
- Direct Actions with Action Buttons and Hyperlinks
- Create your own look with Master Slide
- * The final touch
- * Prepare to present

Microsoft Excel

- *Excel working rules*
- *Tips and tricks to EXCELerate the work*
- *Formulas and Functions*
- *Working with Multiple Worksheets & Workbooks (Links)*
- *Consolidation*
- *Formatting with conditions*
- *Printing & viewing*
- *Secure Files, Workbooks & Worksheets*
- *“What If?” Utilities*
- *Importing & Exporting Data*
- *Database and list management*

Trainer's Profile

Rahim Zulfiqar Ali is one of the Youngest Microsoft Excel Corporate Trainer in Pakistan. He is teaching

Microsoft Excel for the last 5.5 years. Rahim believes in continue to grow, strive to remain as adaptable,

Motivated and responsive to his excel users

- Microsoft Office Specialist (MOS) EXPERT in Excel 2010 / 2013.
- Cleared Microsoft exams 77-420, 77-427 & 77-428.
- The First Pakistani to complete all Excel 2013 Microsoft Certifications in 2015.
- Founder & Chief Spreadsheet Officer at ExcelBasement.org
- 3rd in Pakistan & Top 20 in World - BrainBench.com Excel Rankings.
- Associate Corporate Trainer (Excel) at Learning Minds Group (LMG)
- Visiting Faculty at Institute of Business Administration (IBA) for MS Excel
- Expertise in creating Dashboard Reports, Financial Models, PowerPivot, Advanced & Complex formulas in Microsoft Excel.
- Representing as Community Partner at modeloff.com in yearly competition of World Financial Modeling Championship.
- Successfully completed "Excel 2013 Power BI Fundamentals" course from Microsoft Virtual Academy.

Who Should Attend?

This hands-on course will focus on the intermediate + advanced concepts of this application suite. It is beneficial for those who are using Office 2010 or Office 2013 and want to move their expertise to the next level. It is assumed that the participants have at-least basic knowledge of this application suite.

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For Registration

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Training Investment:

PKR 25,000/-

(includes Lunch, Refreshments , training material & certificate)

Registration form and Fee Voucher are available at our website:

<http://cee.iba.edu.pk/BEnSDP.shtml>.

Fee is to be deposited in cash / pay order in any branch of FAYSAL BANK Ltd., A/C No. 110-2162113-006. No fee will be accepted in cash/our office.

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