

Microsoft Word & PowerPoint 2010 / 2013 (Advanced)

Microsoft Word

About the Course:

Microsoft® Word 2010 / 2013 teaches the information worker how to use a variety of intermediate and advanced features to create and format business documents such as online forms, personalized mailings, or cites reference sources.

Course Objectives

- * Customize your working environment using Word Options
- * Create a document from a template and create a new template
- * Restrict access to parts of or the entire document
- * Turn Protected View on or off
- * Apply, create, modify, or delete styles
- * Create Quick Parts
- * Set up formulas in tables
- * Set up options to review documents
- * Compare or combine multiple documents
- * Accept or reject tracked changes
- * Insert citation sources
- * Insert captions
- * Manage your reference sources
- * Generate a table of figures
- * Merge envelopes and labels / Mail Merge

Course Outline

Sharing and Maintaining Documents

- Changing Word Options
- Changing the Proofing Tools
- Working with Templates
- Managing Templates
- Restricting Document Access
- Using Protected View

Tracking and Reviewing Documents

- Reviewing Documents
- Setting Tracking Options
- Tracking Changes
- Reviewing a Document from Others
- Comparing or Combining Documents
- Referencing Information Sources
- Inserting Citation Sources
- Working with Captions
- Listing Your Sources
- Inserting a Bibliography
- Managing Your Sources
- Using Cross References
- Creating an Index
- Marking Index Entries
- Generating an Index
- Updating and Editing an Index

Formatting Content

- Formatting with Styles
- Using Quick Styles
- Creating Styles
- Using Quick Parts
- Working with Tables
- Inserting Formulas
- Working with Charts
- Adding Chart Elements
- Saving a Chart as a Template
- Working with Text Boxes
- Linking Text Boxes

Merging Documents / Mail Merge

- Merging with Forms
- Merging with Outlook Contacts
- Merging to Envelopes
- Merging to Labels
- Setting Rules for Merges

Microsoft PowerPoint 2010 / 2013

About Course:

Learn the art of creating eye catching presentations that create an impact and makes the meetings and presentations livelier and more meaningful.

You will identify and use the new and enhanced features of PowerPoint 2010 to create dynamic and visually appealing presentations.

Course Objectives

- * You will explore the components of the results-oriented interface of the PowerPoint environment and customize the interface to suit your requirements.
- * You will identify and use the new and enhanced features of PowerPoint 2010 / 2013 to create dynamic and visually appealing presentations.
- * You will then finalize a presentation and secure it with a digital signature to authenticate its validity.

For Registration

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For Queries & Information

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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/cheque at our office.

TRAINER: RAHIM ZULFIQAR ALI

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. He welcomes innovation and he is open to new ideas always.

- √ Microsoft Office Specialist (MOS) EXPERT in Excel 2010 / 2013.
- √ 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.
- √ Visiting Faculty at Institute of Business Administration (IBA) for MS Excel
- √ Expertise in creating Dashboard Reports, Financial Models, Power Pivot, Advanced & Complex formulas in Microsoft Excel.
- √ Representing as Community Partner at modeloff.com in yearly competition of World Financial Modeling Championship.
- √ Supports EXCEL.TV (Team of Excel Experts from USA)
- √ Successfully completed "Excel 2013 Power BI Fundamentals" course from Microsoft Virtual Academy.
- √ 5+ years of experience as Finance Officer & Business Analyst at United Bank Limited from 2009 to 2014 in Finance Division.

July 16— August 20, 2016

(Every Saturday)

Time : 2:00pm to 5:00pm

Fee: 15,000/- PKR