



Microsoft Office

[Word, PowerPoint, Excel, Advanced Excel, Outlook]

MS Word – 23rd January

MS PowerPoint – 24th January

MS Excel Basic – 25th January

MS Excel Advanced – 26th January

MS Outlook – 27th January

SDPI | Islamabad | 23-27 January 2012

Rs. 20,000 pp [Full Course] | 20% discount available

Rs. 5,000 pp [Each Module] 20% discount available

REGISTER BEFORE 18th JANUARY 2012

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INTRODUCTION

Computer skills are a major pre-requisite today, for getting a job in any field and profession. Regardless of the nature and type of job, all professionals, especially office workers, must be able to use computers to effectively perform their work be it creating any official documents, working on any financial report, doing basic data analysis, working with graphics, editing and proofreading, or creating official presentations. Office environment is never going to be complete without computers and the need is growing for every individual in an organization to be able to efficiently use computers.

This five-day course has been designed keeping in view the level of computing needs of different professionals. **Participants can choose to register for all or any number of modules depending upon their learning needs.**

TRAINING METHODOLOGY

The workshop will be based on interactive sessions with participants having a hands-on learning experience. Participants are expected to bring their laptop. They will be given various assignments throughout the workshop helping them in further understanding the concepts.

TRAINER PROFILE

Zill-i-Ehsan has over 15 years of professional experience and has been associated with education, training and development for the last 13 years. As a training professional Zill-i-Ehsan has designed and conducted Management and IT trainings for organizations in the development sector as well as sectors like telecom, banking, oil & gas, FMCG's and education. He has also designed, conducted and coordinated trainings for projects of United Nations and Armed Forces in Pakistan and USAID in Afghanistan.

Some notable organizations, for which Zill-i-Ehsan has conducted IT trainings are **Mobilink, Shell, British Gas, Pakistan Tobacco Company, Khushali Bank, Paktel, Ufone, Pakistan Army, Habib Bank, United States Embassy, TVO, OMV, SHV Energy** and **UNMOGIP**. At present he is working with SDPI as Training Manager.

LEARNING OBJECTIVES

- Use the ribbon options in Office applications, more effectively
- Edit documents in Word, using track changes
- Use graphics in various office documents & spreadsheets
- Learn how to use references in complex documents
- Work with document templates
- Create effective PowerPoint presentations
- Develop and work on a spreadsheet using various formulae and functions
- Use database functions of MS Excel for data analysis
- Develop an understanding of user defined functions
- Learn how to use Outlook for emailing, scheduling tasks, maintaining contacts
- Learn how to apply mail filters define rules and organize messages in Outlook.

REGISTRATION FEE & DISCOUNTS

Rs. 20,000/- per person payable through crossed cheques/bank-drafts/pay orders in favour of Sustainable Development Policy Institute. **SDPI is exempted from income tax.** This fee will cover the cost of training material, stationery, lunch, teas, group photograph and certificate. **20% discount** for women, SDPI members, HRDN members on each nomination, students registering through their institutions and groups of two or more. One free seat is available to a nominee of the Press Club. 20% discount will be given on additional nominations. 15% discount is available for participants who have previously attended SDPI's workshop since 2009.

PRE-REQUISITES

Participants should have a basic know-how of computer equipment and technology. They are expected to have some experience of using computers in an office environment.