

Advanced MS Office

Sep 09 – 11, 2024	Venue: PIM, Karachi	Rs. 31,000/=
July 29 – 31, 2024	Venue: PIM, Lahore.	Rs. 31,000/=
Oct 07 – 09, 2024	Venue: PIM, Islamabad.	Rs. 31,000/=

Course Description

Microsoft Office is the industry standard for office automation. From documentation, reporting, spreadsheet calculations and multimedia presentations to emailing and contacts management, Microsoft Office is the ultimate choice of the businesses. The course will teach you all the required tools and features of Microsoft Word, Excel, and PowerPoint, taking your Office efficiency from basic to advance level.

LEARNING OUTCOMES

After the workshop, you will be able to:

- Take your MS Office proficiency from Basic to Advance level.
- Become more confident in using advanced features of MS Word, MS Excel and MS PowerPoint.
- Better able to solve business problems using latest version of MS Office.

WHO MUST ATTEND?

This course is designed for basic users of Microsoft Office, who want to learn more complex and advanced features of Word, Excel, PowerPoint and Outlook. Basic knowledge in MS-office is assumed.

COURSE CONTENTS:

- **MS WORD ADVANCED:**
 - Advanced Formatting Features
 - Working with Sections
 - Using Table of contents, Index, List of Figures
 - Using Mail Merge for Mass Mailing
 - Automating Recurring Tasks with Macros
 - Reviewing Long/complex documents

- **MS POWER POINT ADVANCED:**
 - Creating Slides using Auto Layouts
 - Design Themes and Color Schemes
 - Using Audio and Video Contents
 - Managing Slide Master layout
 - Animations & Transitions
 - Timings & Action Buttons
 - Customizing Show Options

- **MS EXCEL ADVANCED:**
 - Advanced Formulas and Functions
 - Charting & Visualizations
 - Reporting & Analysis Tools

FOR DETAILS AND REGISTRATION

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