



## MICROSOFT OFFICE 2016

ONE DAY TRAINING COURSE

### COURSE OVERVIEW

This course is an essential course for all professionals working in any industry in any department or discipline in any organization to improve their productivity of office work.

These are the basic tools every one has to use every day to perform any task in office. If you have command on MS OFFICE you will certainly produce better results and grow on a fast pace.

### COURSE BENEFITS

- Efficient email management, increasing productivity with calendar, tasks and reminders, managing contacts and creating rules in MS Outlook.
- Advanced report designing, working with visual aspects, inserting and managing document's building blocks in MS Word.
- Effective and professional presentation preparation, working with slide master, creating professional slide transition and animations in MS PowerPoint.

ONE DAY | 0900 - 1700 HRS

USD 1,500.0 / SESSION

15 PARTICIPANTS

### COURSE CONTENT

- Getting started with word
- Inserting and editing text in document
- Formatting document text
- Formatting paragraphs
- Formatting pages
- Formatting document with styles & themes
- Creating bulleted and numbered lists
- Columns and inserting tables

### COURSE CONTENT

- Using macros and building blocks
- Sharing you document with others
- Reviewing documents with others
- Customizing word default options
- Creating formal letters with mail merge
- Illustrating your documents