ADVANCED MS OFFICE [2010] FOR PROFESSIONALS
[Word, Excel, PowerPoint, Outlook]

24-27 September 2013 | Grand Regency Hotel, Islamabad.

| Module 1 | MS Word | 24 September |
| Module 2 | MS Excel | 25 September |
| Module 3 | MS PowerPoint | 26 September |
| Module 4 | MS Outlook | 27 September |

Participants can choose to register for all or any number of modules depending upon their learning needs.

Rs. 24,500 pp [Full Workshop] 20% discount available
Rs. 8,500 pp [Each Module] 20% discount available

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 by 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.

REGISTER BEFORE 16TH SEPTEMBER 2013

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KEY TENTATIVE CONTENTS

MS Word
- Documents Editing Using Track Changes
- Creating Table of Contents
- Using Mail Merge

MS Excel
- Basic & Advanced Formulas and Functions
- Pivot Tables and Pivot Charts
- Lookup Functions and What If Utilities

MS PowerPoint
- Creating Slides to Maximize Audience Learning
- Using Master Slide and Custom Animations
- Smart Tools and Features of PowerPoint

MS Outlook
- Use of Outlook for Emailing, Scheduling Tasks and Maintaining Contacts
- Creating Distribution Lists
- Use of Rules and Alerts to Organize Emails

Please note the above contents will be finalized based on identified learning needs of registered participants.

PRE-REQUISITES

Participants are expected to have some experience of using computers in an office environment.

TRAINING METHODOLOGY

The workshop will be based on interactive hands-on sessions. Participants are expected to bring their own laptops.

REGISTRATION FEE & DISCOUNTS

Rs. 24,500/- per person payable through crossed cheques/bank-drafts/pay orders in favor of Sustainable Development Policy Institute. All payments should be sent addressed to the Senior Manager Finance, Sustainable Development Policy Institute. SDPI is exempted from income tax. This fee will cover the cost of training material, stationery, lunches, teas, group photographs and certificates. 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.

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