



UNITED VISION ACADEMY

(Reg No: 1229709-H)

No: 22-01 Jalan Pertama 1,
Pusat Perdagangan Danga Utama,
81300 Skudai. Johor Bahru
Johor. Malaysia

Tel: +607-5578816 / +607-5576066

Email: cs@uvacademy.edu.my

1 Day Workshop

Intensive Microsoft Office Excel, Word and PowerPoint

COURSE DESCRIPTION

Overview

This program enables students to use both technical and soft skills in the real world. Hands-on technical content is woven into realistic business scenarios and focuses on using Microsoft Office® as a decision-making tool. The series features a unique running business scenario that connects all of the cases together and exposes students to using Office to solve problems relating to business areas like finance and accounting, production and operations, sales and marketing.

Learning Outcomes

At the end of the workshop, participants will be able to:

- Understanding the Excel Fundamentals
Create, Navigate, Work With, and Print Worksheets
Formats, Functions, and Formulas
Cell References, Named Ranges, and Functions
Effective Charts
- Understanding Business Documents
Review and Modify a Document
Create and Edit a Document
Include Tables and Objects
- Understanding the Art of Presentation
Presentations Fundamentals
Text and Graphics
Multimedia and Motion

Who Should Attend

- Administration Executives
- Payroll Executives
- Sales and Marketing Executives
- General Clerks
- New entrepreneurs
- Interested parties with or without computer knowledge.

WORKSHOP SYNOPSIS

Microsoft Excel

Introduction to Excel

Chapter 1 Create Workbooks with Excel

Chapter 2 Insert Summary Functions and Create Charts

Chapter 3 Manage Multiple Worksheets

Chapter 4 More Functions and Excel Tables

Microsoft Word

Introduction to Word

Chapter 1 Create Letters and Memos

Chapter 2 Create Business Reports

Chapter 3 Create Flyers

Microsoft PowerPoint

Introduction to PowerPoint

Chapter 1 Getting Started with PowerPoint

Chapter 2 Format a Presentation

Chapter 3 Enhance Presentations with Graphics

Chapter 4 Present Data Using Tables, Charts, and Animation

Recommended

TEACHER-STUDENT RATIO is 1:10

Course Fee Structure

Workshop fees : RM388.00*

Course Schedules Dates:

- Every Saturday

Workshop Time

9.00am to 05.00pm

- Fees subject to change without prior notice, and fee is excluded foods and beverages
- Conducting weekly from 9.00am to 12.00noon, and 2.00pm to 5.00pm
- Special group requests (in house or at Client's location) can be arranged
- Attendance Certificate will be issued upon completion of workshop

For inquiries, please contact us at +607-5578816 or +607-5576066

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