



Institute of
Business Administration
Karachi

Leadership and Ideas for Tomorrow

MS Office for Students



July 10-14, 2017

Monday-Friday

3:00 pm to 6:00 pm

@IBA City Campus

PKR 8,000/-

Microsoft Office isn't just for the workplace. It works great in the classroom too. Students can use it to produce better quality work and save time inside and outside of class—and maybe even impress their teachers along the way.

In this course you can learn how to create professional looking documents and presentations, use Excel to track lab results or loan payments, manage email with Outlook, and more. The course also shows how to use Office to manage important life skills, like budgeting and time management.

Module 01: Overview of Office for Students

- Exploring Office versions
- Desktop applications
- Online applications

Module 02: Using Word to Create Documents

- Creating assignment templates
- Tracking changes adding notes
- Creating bibliographies citations
- Visual graphic elements

Module 03: Giving Presentation with PowerPoint

- Discovering classroom presentation basics
- Creating custom PowerPoint themes
- Understanding Presenter view
- Present your PowerPoint Slide Share

Module 04: Using Excel to Manage Data

- Loan payment calculator
- Tracking expenses
- Printing workbooks charts
- Double checking values conditional formatting

Module 05: Managing Email with Outlook

- Managing school personal email
- Using custom email signature
- Keeping communication organized
- Setting recurring calendar events classes

Module 06: Microsoft Online Services

- Using SkyDrive back up papers assignments



Trainer's Profile:

Tahir Ali have been involved in corporate training since 2010 and delivered training sessions on MS Office, Advanced Excel & Dashboard reporting on MS Office versions 2003/2007/2010/2013 & hundreds of individuals, professionals and corporate executive have gone through trainings sessions from all areas of life including multinationals, local companies, financials institutions & educational institutions in Pakistan.

Tahir Ali is associated with IBA Center for Executive Education imparting training related to MS Excel i.e. Dashboard reporting, Power Pivot & Power Query, etc.. He has also conducting training on Data Analysis through MS Excel for school heads of AKESP in IBA.

Certifications:

Microsoft Office Specialist Master

Microsoft Office Specialist Expert (Excel 2013)

Microsoft Office Specialist (Word 2013)

Microsoft Office Specialist (PowerPoint 2013)



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