



*Join us at IBA this  
Summer for a  
memorable learning  
experience!!!*

# Microsoft Office

Batch 1: June 25-30, 2018 | Mon-Sat | 10 am to 1 pm

Batch 2: July 16-21, 2018 | Mon-Sat | 6 pm to 9 pm

IBA City Campus

Please mention batch # on the registration form

**Module 1: Overview of MS Office**

**Module 2: Using Word to Create Documents**

**Module 3: Giving Presentations with Power Point**

**Module 4: Using Excel to Manage Data**

**Module 5: Managing Email with Outlook**

**Module 6: Microsoft Online Services**



Learning Investment:

**PKR 8000/-**

*(Includes training material & certificate)*

Early bird discount of 10% for nominations received before May 25, 2018



## Who could attend?

Office executives, teachers, educators, students

Seats Available: We enroll a maximum of 20 students in one batch, so hurry, limited seats available

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