Tel No:+97126654546 | Fax No:+97126654182 | Email: aisha@cmc-me.com | www.cmc-me.com



IT185-3D:
Microsoft Excel & PowerPoint Essential Training

Tel No:+97126654546 | Fax No:+97126654182 | Email: aisha@cmc-me.com | www.cmc-me.com

Training Description:

This is a combined training course of Microsoft Excel and Microsoft Powerpoint. This training encompasses all the training from "Microsoft Excel Training" and "Microsoft Powerpoint Training".

What is Microsoft Powerpoint?

Microsoft Powerpoint is a software that is used for making presentations. This training teaches how to make a Microsoft Powerpoint Presentation. Microsoft Powerpoint is the most commonly used software for the creation of presentations. Knowing how to make a presentation is very valuable in the communication of ideas. Corporations around the World rely on Microsoft Powerpoint for communicating their ideas and messages to mass audiences. At the core of every international meeting lies a Powerpoint Presentation. This training teaches you how to think in Powerpoint. The ability to communicate your ideas to the World is your greatest asset. We are here to show the tools you have access to for achieving this goal.

Why learn Microsoft Powerpoint?

There will be many circumstances throughout your career and personal life when you will have to educate an audience or communicate a message in a formalized manner. Powerpoint is the tool that will allow you to achieve this goal. Powerpoint can be used for communicating ideas of all levels of complexity. It is very commonly utilized by University Professors, Executives and heads of states to make presentations. Whatever your goal may be, knowing Powerpoint will help you achieve your goal.

Topics covered in class?

Interface components of Powerpoint are covered. Sample presentations are made to show the functionality of Powerpoint. The features of Powerpoint are implemented on these sample presentations. Most commonly used features of Power Point are highlighted and visited several times throughout the class.

What is Microsoft Excel?

Microsoft excel is a software that allows its users the ability to find a simple solution to daily data related problems. Excel can be utilized to access most problems in a mathematical spreadsheet format. For example: Let's say you want to manage your finances. Excel offers a solution by which a user can make a list of expenses and maintain an ongoing log of incurred expenses.

Why learn Microsoft Excel?

There is a very valid and compelling business reason for learning Excel. However more compelling than the business reason is the value excel brings into our personal lives. Excel can serve as a decision making tool as well as a personal life management tool. Management of personal finances becomes significantly easier with the help of Microsoft Excel. Other very common uses of Excel in person life include job application management, weight management, vacation budget management, market analysis and decision analysis. On the business end, excel is essential for all business success. Microsoft Excel lies at the core of all business decision making. The charting feature of excel allows for the representation of data in a colorful format that plays an integral role in business communication. Microsoft Excel is driving Global business decisions in all types of business ranging from large corporations to small privately owned companies. Most all professionals come across Microsoft Excel at some point in their careers.

Training Objectives:

By the end of the training, participants will be able to learn:

- ✓ Microsoft Excel Training
- ✓ Excel Layout: Standard Tool Bar
- ✓ Excel Layout: Formatting Toolbar
- ✓ Excel Layout: Home Tab
- ✓ Excel Layout: Layout Tab
- ✓ Excel Layout: Tables Tab
- ✓ Excel Layout: Charts Tab
- ✓ Excel Layout: Smart Art, Formulas, Data and Review
- ✓ Functions: Sum, Average, Max, Min and Count
- ✓ Functions: Vertical and Horizontal Lookup
- ✓ Functions: Vertical and Horizontal Lookup with Index
- ✓ Functions: SumIf and AverageIf
- ✓ Functions: The IF Statement
- ✓ Functions: Nested IF Statement
- ✓ Functions: Vlookup nested inside an if statement
- ✓ Making a simple presentation with Powerpoint
- ✓ Slide Master
- ✓ Home Tab - 1 - Insert Image – PPT
- ✓ Home Tab - 2 - Paragraph Options – PPT
- ✓ Home Tab - 3 - Adding Clip Art – PPT
- ✓ Home Tab - 4 - Insert Options

Training Designed for:

This course is intended for Beginner and Intermediate.

- This a combination of Microsoft Excel and Powerpoint training
- No Prerequisites

Training Requirement:

"Hand's on practical sessions, equipment and software will be applied during the course if required and as per the client's request." **All attendees are requested to bring their own laptop with the latest MS office installed.**

This training course is available upon request in English or Arabic, virtual online live or face to face public/inhouse. Content, location and duration can be adapted to your specific wishes. It is therefore possible to focus on specific modules of the training course as per client's learning needs and objectives. Further, it should be forwarded to us a month prior to the course dates.

Training Program:

THREE DAYS:

- ❖ Introduction: Microsoft Excel
  - Excel Layout: Standard Tool Bar

Tel No:+97126654546 | Fax No:+97126654182 | Email: aisha@cmc-me.com | www.cmc-me.com

- Excel Layout: Formatting Toolbar
- Excel Layout: Home Tab
- Excel Layout: Layout Tab
- Excel Layout: Tables Tab
- Excel Layout: Charts Tab – Part 1
- Excel Layout – Part 2
- Excel Layout: Smart Art, Formulas, Data and Review
- Excel Functions: Sum, Average, Max, Min and Count
- Functions: Vertical and Horizontal Lookup
- Functions: Vertical and Horizontal Lookup with Index
- Functions: Sumlf and Averagelf
- Functions: The IF Statement
- Functions: Nested IF Statement
- Functions: Vlookup nested inside and if statement
- Using Microsoft Excel for Personal Finance – Example
- Powerpoint: Making a simple presentation
- Powerpoint: Slide Master
- Powerpoint: Home Tab – Insert Image
- Powerpoint: Home Tab – Paragraph Options
- Powerpoint: Home Tab – Adding Clip Art
- Powerpoint: Home Tab – Insert Options
- Excel 2013 – Add Subtract Multiply Divide
- 2013 Home Tab Clipboard
- 2013 Home Tab Clipboard Copy Paste
- 2013 Fonts and related features
- Excel 2013 Alignment
- Excel 2013 Currency Feature
- Excel 2013 Conditional Formatting
- Excel 2013 Format Table and Cells Features
- Excel 2013 Edit Options in Home Tab
- Pivot Table
- Excel Illustrations

❖ Course Conclusion
❖ POST-ASSESSMENT and EVALUATION

Training Methodology:

This interactive training course includes the following training methodologies as a percentage of the total tuition hours:

- 30% Lectures, Concepts, Role Play
- 70% Workshops & Work Presentations, Techniques, Based on Case Studies & Practical Exercises, Gamification, Software & General Discussions
- Pre and Post Test

Training Certificate(s):

Internationally recognized certificate(s) will be issued to each participant who completed the course.

Training Fees:

As per the course location - This rate includes participant's manual, hand-outs, buffet lunch, coffee/tea on arrival, morning & afternoon of each day.

Note: The 5% VAT (Value Added Tax), will be effective starting 01st of January 2018 as per the new regulation from the UAE Government. The VAT applies for all quotation both for local and abroad.

Training Timings:

Daily Timings:

07:45 - 08:00	Morning Coffee / Tea
08:00 - 10:00	First Session
10:00 - 10:20	Recess (Coffee/Tea/Snacks)
10:20 - 12:20	Second Session
12:20 - 13:30	Recess (Prayer Break & Lunch)
13:30 - 15:00	Last Session

For training registrations or in-house enquiries, please contact:
Aisha Relativo - Training & Career Development Manager
aisha@cmc-me.com / training@cmc-me.com
Tel.: +971 2 665 3945 or +971 2 643 6653 | Mob.: +971 52 2954615