Global Horizon
TRAINING CENTER

Training Course:
Microsoft Office and Administrative Skills

4 - 8 November 2024
Baku (Azerbaijan)

Training Course:
Microsoft Office and Administrative Skills

Training Course code: MA234819 From: 4 - 8 November 2024 Venue: Baku (Azerbaijan) - Training Course Fees: 5250 Euro

Introduction

To excel as an Office Manager, Administrator, or Secretary you need to perfect your interpersonal and behavioral skills, to ensure you stay in control and on top of every one of your responsibilities.

This course provides overall training for Microsoft Office. Upon completion of this course, the delegate will be able to create and use Outlook, Microsoft Word, PowerPoint, Excel, and Power BI. The material covered in this course provides a foundation for all levels of Microsoft Office.

In this program you will learn how to:

- Prioritize your daily responsibilities to achieve maximum output
- Streamline your work practices and office environment
- Communicate effectively and assertively at all levels
- Understand yourself and others thereby improving interactions and relationships
- Use techniques to help you think creatively, solve problems, plan, and make decisions

Training Methodology

Computer Science 101 is organized into three units: Excel & Data Analysis, Word & PowerPoint. Each unit focuses on one or two of the Microsoft Office applications taught in the course. Units are further broken down into chapters corresponding with those used in the textbook and Supplemental Content.

The program will be interactive and practical; with learning, methods to suit every kind of learning preference. There will be activities in groups and pairs as well as individual exercises and everyone will get an opportunity to discuss their work challenges in a supportive environment. There will also be an opportunity to practice assertive communication skills through role-play and to present a presentation towards the end of the week.

DAY 1

Taking Control of Your Work Life

- Introductions - Getting to know each other
- Understanding and clarifying purpose, vision and mission
- External and internal customer service
- The secret to working smarter rather than harder
- Using high leverage activities to achieve more in less time
- Controlling, prioritizing and organizing your work
- Making a long term plan to create the best office in the company!
- Streamlining your office systems
- Getting your paperwork under control
- Making your office user friendly and efficient

Essential Administrative Skills

- Harnessing the power of the mind - through Mind Mapping Techniques
- Right brain/left brain theory
- Managing larger projects to meet deadlines
- Planning skills - using a Gannt chart to chart work progress
- Problem-solving techniques
- Becoming more proactive
- Decision-Making tools
- Managing meetings effectively
- Keeping minutes of meetings
- Working with more than one manager

Day 3

Introduction to Microsoft Word

- Document Views
- Entering and Editing Text
- Saving and Opening Documents
- Navigating and Selecting Text
- Editing, Copying, and Moving Text
- Formatting Documents
- Using Bulleted and Numbered Lists
- Using Tabs
- Introduction to Tables
- Inserting Pictures
- Page Layout and Printing
- Introduction to Styles, Themes, and Templates
- Managing Bulleted and Numbered Lists
- Customizing Tables and using Formulas
- Inserting Text Objects
- Inserting Graphic Objects
- Using Quick Parts
- Multi-Section Documents
- Headers and Footers in large documents
- Proofing Tools

Day 4

Introduction to Microsoft Excel

- Entering and Amending Data
- Saving and Opening Workbooks
- Navigating and Selecting Ranges
- Entering Formulas
- Inserting/Deleting Rows and Columns
- Formatting Worksheets
- Using Simple Functions
- Copying, Moving and AutoFill
- Relative vs. Absolute References
- Previewing and Printing

- Find and Replace
- Introduction to Range Names
- Using Multiple Worksheets
- Cell Styles and Conditional Formatting
- Paste Special
- Text and Date Formulas
- IF Function
- Using Charts
- Sorting and Filtering Lists
- Using Tables
- SmartArt and Drawings
- Comments and Hyperlinks
- Importing and Exporting Data
- Managing Range Names
- Date and Time Formulas
- Custom Formats
- IF and Related Functions
- VLOOKUP and Related Functions
- Advanced Filter / Subtotals
- Database Functions
- Multiple Workbooks / Consolidation
- Data Validation
- Auditing
- Pivot Tables
- Shared Workbooks / Tracking
- Protecting Worksheets
- Using Templates

Day 5

- Workshop on the whole material
- small projects
- revising the material

Registration form on the Training Course: Microsoft Office and Administrative Skills

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Complete & Mail or fax to Global Horizon Training Center (GHTC) at the address given below

Delegate Information

Full Name (Mr / Ms / Dr / Eng): .....
Position: .....
Telephone / Mobile: .....
Personal E-Mail: .....
Official E-Mail: .....

Company Information

Company Name: .....
Address: .....
City / Country: .....

Person Responsible for Training and Development

Full Name (Mr / Ms / Dr / Eng): .....
Position: .....
Telephone / Mobile: .....
Personal E-Mail: .....
Official E-Mail: .....

Payment Method

- ☐ Please find enclosed a cheque made payable to Global Horizon
- ☐ Please invoice me
- ☐ Please invoice my company

Easy Ways To Register

Telephone: +201095004484 to provisionally reserve your place.	Fax your completed registration form to: +20233379764	E-mail to us : info@gh4t.com or training@gh4t.com	Complete & return the booking form with cheque to:Global Horizon 3 Oudai street, Aldouki, Giza, Giza Governorate, Egypt.