



MICROSOFT OFFICE TRAINING



COURSE INFORMATION

COURSE TITLE : MICROSOFT OFFICE TRAINING
COURSE DURATION : 2 DAYS
COURSE LEVEL : BASIC/INTERMEDIATE
APPLICATION NAME : EXCEL, POWERPOINT, WORD



COURSE INTRODUCTION

Our Microsoft Office 2013/2016 training includes a variety of courses designed to teach individuals of all skill levels about using all of the Office 2013/2016 programs. Our instructor led training is offered by certified instructors to professionals and individuals as well as corporate and government customers.

With our MS Office 2013/2016 training, individuals can improve their skills and knowledge for all of the latest Office 2013/2016 programs. This is beneficial for individuals who are hoping to increase their value in the workplace and for companies that are interested in boosting employee productivity and efficiency.

In this course, participants will learn about the basic techniques, workflow functions, automation functions and more. Functions of Microsoft Office is very useful for in-automation of a process without repeated. For example, to print a certificate with the same template to many participants or generate reports. This course is very useful for government, corporate, private and personal.

- Microsoft Word
- Microsoft Excel
- Microsoft PowerPoint



COURSE OBJECTIVES

After completing this training, you should be able to understand:

- Leverage the extensive features in Word, Excel and PowerPoint
- Streamline Office functionality by customizing the user interface
- Build professional documents in Word with enhanced functionality
- Quickly present and summarize data with Excel using Pivot Tables and Pivot Charts
- Create visually dynamic and effective presentations in PowerPoint

This course is suitable for: -

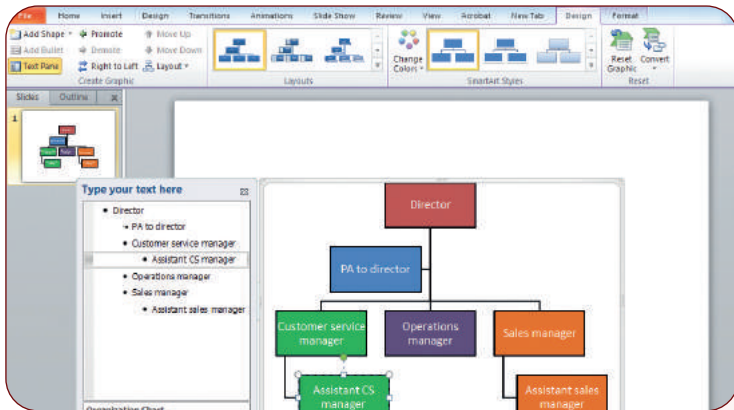
- Private Company Staffs, Managers, Directors
- Government Staffs, Government Officers
- Instructors / Teachers
- Students / Fresh Graduate / Job Seekers
- And for those who want to learn Microsoft Office and its basic to advanced functions

 **KEY TAKE AWAYS**

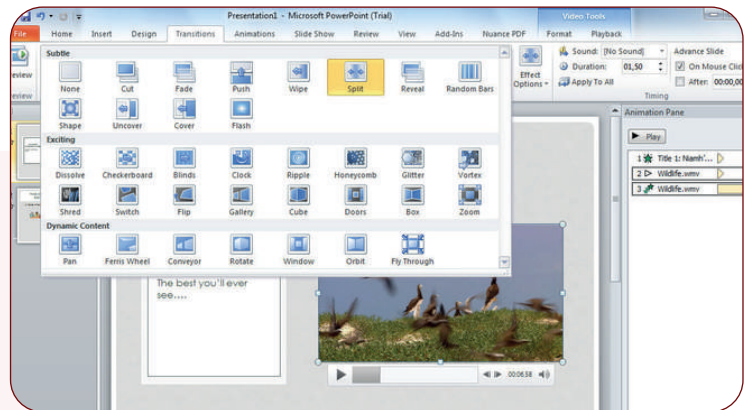
At the end of this course, participants will be able to:

- Able to use Microsoft Word functions of basic level/intermediate level
- Able to use Microsoft Excel functions from basic level/intermediate level
- Able to use Microsoft PowerPoint functions from basic level/intermediate level

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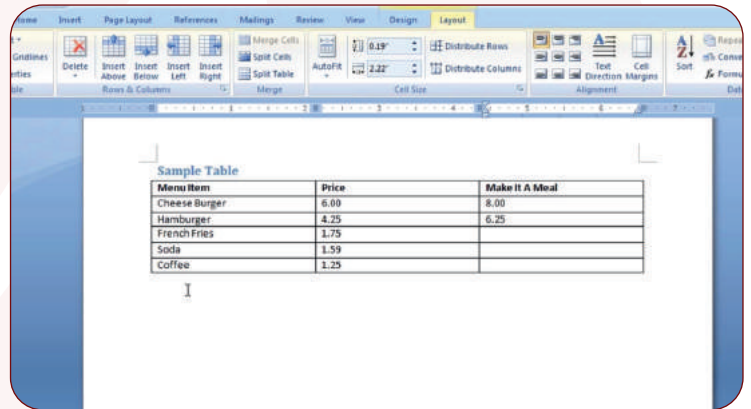
Create Presentations in Microsoft PowerPoint



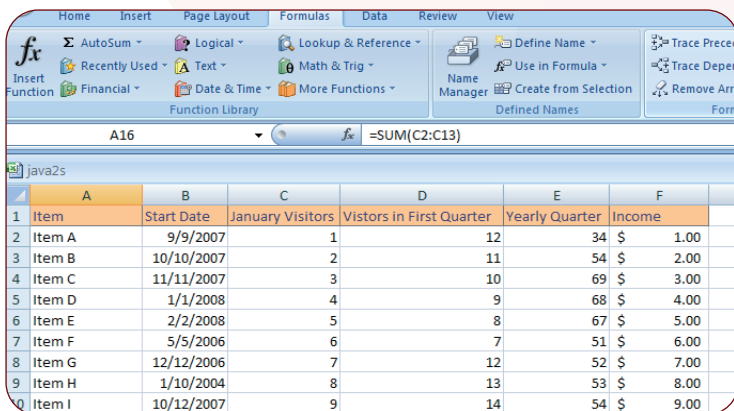
Transitions in Microsoft PowerPoint



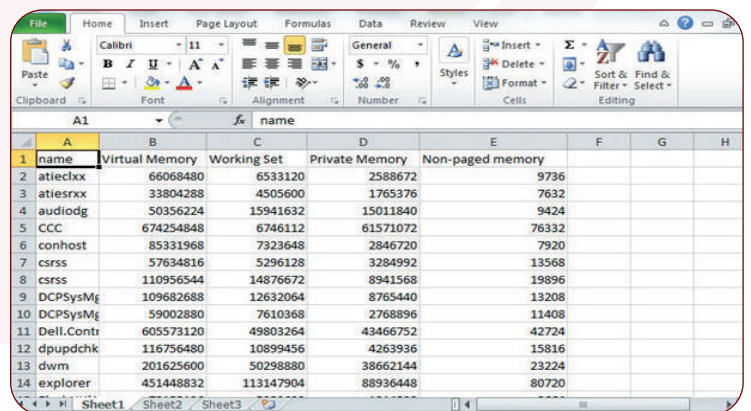
Use Microsoft Word Elements



Rows, Cells & Tables in Microsoft Word



Formulas in Microsoft Excel



Spreadsheet in Microsoft Excel



COURSE CONTENT

WORD

BASIC TO INTERMEDIATE

- Open and examine components of the screen
- Execute commands using the menu, tool bar and shortcut menus
- Insert a date and time in a document
- Work with page breaks in a multiple page document
- Adjust paragraph setting such as tabs, indentation, alignment, line spacing and text flow
- Create numbered and bulleted lists
- Create and format tables
- Add borders and shading to tables
- Modify table structure, merge cells, and change cell height and width
- Rotate text in a table
- Use the Drawing toolbar
- Insert page breaks
- Create sections with formatting that differs from other sections
- Insert graphics into a document, including WordArt, ClipArt and Images Creating
- Apply borders and shading to paragraphs
- Copy formats using the Format Pointer

ADVANCED

- Explore More Text Techniques
- Use Reference Tools for Longer Documents
- Work with Mail Merge
- Collaborate on Documents
- Working in Word More Efficiently

EXCEL

BASIC TO INTERMEDIATE

- Examine the look and features of Excel
- Enter and change constant values
- Enter both simple formulas and formulas with functions by typing and pointing
- Using AutoSum and Auto Calculate
- Study concepts including the mathematical order of operations and absolute and relative cell references
- Use the toolbar and menu commands to change selection with number formats, cell alignments, font, cell borders and patterns

- Change worksheet appearance by inserting, delete and changing the size of columns/rows
- Create Formula using various function
- Creating and printing Graph
- Protect files, work sheets and cells
- Link worksheet data
- Use Dote and Time functions and Numeric functions in a Worksheet

ADVANCED

- Performing Calculations
- Changing workbook appearance
- Reordering and Summarizing Data
- Combining Data from Multiple Sources

POWERPOINT

BASIC TO INTERMEDIATE

- Start the PowerPoint program, identify on-screen features, and navigate presentation
- Create and Edit bullet slides
- Use PowerPoint's drawing tools
- Working with Clipart
- Printing
- Creating Organization Chart
- Creating of Graph
- Working with outline view
- Working with Note Pages View
- Setting up slide show
- Animation effects in slide show
- Advance Printing

ADVANCED

- Add tables
- Fine Tune Visual Elements
- Add Other Enhancements
- Add Animation
- Add Sound and Movies
- Share and Review Presentations
- Create custom Presentation elements
- Prepare for Delivery
- Customize PowerPoint

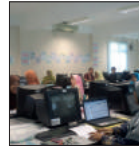


MU DOT MY PLT

TRACK RECORD



2008
 MU DOT MY PLT was established on November 2008. In the early stages, we offer Website Design Training (Joomla! CMS and others).



2010
 MU DOT MY PLT is the leading training provider appointed by government agencies for Joomla! training. We also introduced new LMS practical training.



2011
 MU DOT MY PLT also registered with the Ministry of finance(MOF) with the addition of new areas. We have also acquired the status of "Registered training provider " from Human Resource Development-Ministry of Human Resources.



2012
 Pusat Internet 1 Malaysia(PI1M) was one of the government initiatives that enables poor people to access high speed internet services and provide training in ICT for them. We trained the PI1M managers.



2012
 Joomla! Community Malaysia is a community project established by MU MY DOT PLT .



2013
 MU DOT MY PLT conducted Maxis CSR Programme in 2013 which is participated by 6 schools.



2014
 Moved to Regalia Business Park. Comfortable training facilities equipped new lab and new equipments.



2014
 Malaysia Open Source Conference or MOSCMY 2014 was held on 24-25 September 2014 at Menara SSM @ central Kuala Lumpur. We participated and contributed to MOSCMY.



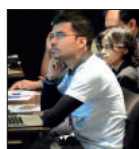
2015
 After 6 year MU DOT MY become a Limited Liability Partnership (LLP) and started business as MU DOT MY PLT.



2015
 MU DOT MY PLT main HQ inaugurated by the President of the Joomla! OSM Sarah Watz.



2015
 MU DOT MY PLT organized the largest Joomla! event JoomlaDay Malaysia 2015.



2015
 Joomla! World Conference in Bangalore, India.

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YOUR ORGANIZATION ?

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