



**Further Information, please contact:  
PCTL TRAINING INSTITUTE LTD.**

India Street, Sabodo Parking Building ,10<sup>th</sup> Floor  
P.O.BOX 8758,Dar es salaam ,Tanzania  
Tel: +255 22 2133039,ext 124  
Fax: +255 22 2137379  
Cell: +255 718 385 424,+255 715 022 125  
E-Mail: [courses@pctl.co.tz](mailto:courses@pctl.co.tz)  
Website: [www.pctl.co.tz](http://www.pctl.co.tz)



## **ADVANCE MS OFFICE with GOOGLE DRIVE**

**Course objective:** After completion of this course the learners will be able to:

- Design Word documents and PowerPoint presentations according to best practices for design and formatting
- Store and manage data using a variety of Excel functions and features
- Display content including data artfully and effectively using Excel, PowerPoint, and Word
- Collaborate with co-workers and colleagues using commenting and track changes features
- Protect, finalize, and package spreadsheets, Word documents, and presentations for distribution
- In addition to this we have added google basics which will help the learners to:
  - ✓ Identify and describe Google Drive tools (documents, spreadsheets, forms, presentations, and drawings) and understand how these tools function.
  - ✓ Evaluate and synthesize ways that these tools could be used in a course (online, blended, and face-to-face).
  - ✓ Create a document to demonstrate knowledge of the Google Doc tool.
  - ✓ Create and share a document with other workshop participants.

### **COURSE CONTENT**

**Ms-Word Advance:** The following will be studied:

Tables, Footnotes and Endnotes, Bookmarks & Cross References, Master Documents, Tracking & Comments, Comparing & Combining documents, Linking & Embedding, Hyperlinks, Macros, Fields, Forms, Templates, Mail Merge, Passwords & Editing restrictions

**Ms-Excel Advance:** The learners will learn how to deal with:

Templates, Paste Special Option, Pivots Tables & Charts, Input tables, Hyperlinks, Linking & Embedding, Importing Text Files, Sorting & Filtering data, Tracking & reviewing changes, Scenarios, Validating, Auditing, Macros, Passwords & Security Issues, Financial/Lookup/Database Functions

**Ms-Power Point Advance:** The learners will learn how to deal with:

Sections, Slide Masters, Themes, Formatting Pictures & Images, Manipulating Graphics, Formatting Auto shapes, Diagrams, Charts, Video & Audio, Animation, Linking & Embedding, Hyperlinks, Merging/Comparing/Exporting, Slide Shows, Sharing Presentations, Presentation Design & Compatibility Issues

**Google Drive basics:** The following will be covered:

1. Introduction to Google drive
2. Uploading files and folders.
3. Sharing files and folders in google drive.
  - 3.1. Granting permission.
  - 3.2. Sharing in google drive.
  - 3.3. Shared folders to your account.
  - 3.4. Searching for documents in your drive.
  - 3.5. Creating documents into drive.
  - 3.6. Synchronizing between devices.
  - 3.7. Changing setting to your google drive.
  - 3.8. Using third party application within google drive.

**Course Duration: 5 Weeks**

**Course Fee: 350,000**