

## MS - OFFICE - ADVANCED

### Windows Operating System

- \* Creation/Deletion of User Accounts
- \* Adding & Removing Programs
- \* Power Options
- \* Mouse & Keyboard settings
- \* Installing Printers
- \* Printer Settings
- \* Sharing Files & Folders
- \* Customizing Files & Folders
- \* Folder Security Options
- \* Folder Options

### Microsoft Word

- \* Overview of Ms-Word Basics
- \* Understanding Toolbars & Option Tools
- \* Page Setup & Security Options
- \* Drawing and Formatting Special Objects
  - Clipart
  - Pictures from Files
  - Text Boxes
  - Auto Shapes
- \* Inserting Watermarks
- \* Creating Hyperlinks
- \* Inserting Excel Worksheets
- \* Letters & Mailings
- \* Envelopes & Labels
- \* Templates

### Microsoft Excel

- \* Overview of Ms-Excel Basics
- \* Viewing Workbooks & Worksheets
- \* Grouping & Ungrouping Worksheets
- \* Freezing & Unfreezing Panes
- \* Conditional Formatting
- \* Creating, Formatting & Deleting Charts
- \* Templates & Styles
- \* Creating, Editing, Deleting Macros
- \* Importing Data
- \* Analyzing Data
  - Pivot Tables & Pivot Charts
  - Goal Seek
  - Scenario Manager
- \* Security Options
- \* Customizing Ms-Excel
- \* Formulas & Functions

### Microsoft PowerPoint

- \* First Steps with Presentations
- \* Adjust Settings
- \* Presentation Views
- \* General Slides & Master Slides
- \* Using Design Templates
- \* Text Inout, Formatting
- \* Inserting Pictures
- \* Drawing Objects
- \* Using Charts & Graphs
- \* Slides Sorting
- \* Organization Charts
- \* Preset Animations & Transitions
- \* Delivering Quality Presentations

**Duration : 4 Weeks**  
**Course Fee : Tzs. 300,000/-**

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