

MS OFFICE - ADVANCE

Ms-Word advance:

Tables, Footnotes & End notes, Bookmarks & Cross references, Master documents, Tracking & Commenting, Comparing & Combining documents, Linking & Embedding, Hyperlinks, Macros, Fields, Forms Templates, Mail Merge, Password & Editing restrictions.

Google Drive Basics

1. Introduction to Google drive
2. Uploading files and folders.
3. Sharing files and folders in google drive.
4. Granting permission.
5. Sharing in google drive.
6. Shared folders to your account.
7. Searching for documents in your drive.
8. Creating documents into drive.
9. Synchronizing between devices.
10. Changing setting to your google drive.
11. Using third party application within google drive.

Ms-Excel advance:

Templates, Paste special options, Pivot tables & charts, Input tables, Hyperlinks, Linking & Embedding, Importing text files, Sorting & Filtering data, Tracking and Reviewing changes, Scenarios, Validating, Auditing, Macros, Passwords & Security issues, Financial/ Lookup/Database Functions.

Ms-PowerPoint advance:

Sections, Slide Masters, Themes, Formatting Pictures & Images, Manipulating graphics, Formatting autoshapes, Diagrams, Charts, Video & Audio, Animation, Linking & embedding, hyperlinks, Merging, Comparing, Exporting, Slide Shows, Sharing Presentations, Presentations Design & Compatibility issues.

DURATION 4 WEEKS	FEE 450,000/=
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