

MS OFFICE 2007 Word , Excel, PowerPoint Training Program



In this course, students create complex documents in Microsoft® Office Word 2007 documents and build personalized efficiency tools in Microsoft® Word 2007

This Program is ideally suited to following individuals who are:

- This course was designed for persons who can create and modify standard business documents in Microsoft® Word 2007, and who need to learn how to use Microsoft® Word 2007 to create or modify complex business documents as well as customized Word efficiency tools. It will be helpful for persons preparing for the Microsoft Office Specialist exams for Microsoft® Word 2007.
- This course also covered the MS Excel features and PowerPoint Presentation Features.
- The program is suited for those individuals who are willing to understand the MS Office 2007 ew features.

Program is offered by: 3D Educators – Trainers & Consultants

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3D EDUCATORS

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Program Details

Inauguration

The Training Program will be inaugurated by a senior member of 3DEducators

Program Structure

Duration of each class	4-Hour
Total Duration	24 Hours

Other Learning Activities:

Classroom Assignments	4
Presentations by Trainees	1

About the Program Designer & Instructor

The "MS OFFICE 2007" Program has the international designed certification and will be conducted by the huge and vast experience trainer and consultant.

They trainers are foreign qualified and having the degree & certification of Ph.D, MBA, MSc.

As Consultant & Senior Trainers the team of trainers from Engineering side we **3D Educators – Trainers & Consultants** would not compromise on the faculty.

Program Syllabus

- *Complete MS Word*
- *Complete MS PowerPoint*
- *Complete MS Excel*

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