100,000+ Students have been Trained

since 1997

MS Office 2016

Training Program

Who can do?

- This course was designed for persons who can create and modify standard business documents in Microsoft® Word 2016, and who need to learn how to use Microsoft® Word 2016 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 2016.
- 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 2016 new features.

Program is offered by

3D EDUCATORS - INT

22 Years of Excellence in Training & Development

Invest in People the only Asset that Appreciates

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About the Program Designer & Instructor

The "MS OFFICE 2016" 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.

Inauguration

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

Program Structure

No of classes per week	**04 Class**
Duration of each class	**01 – Hour**

Other Learning Activities

Classroom Assignments	**04**
Presentations by Trainees	**01**

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Program Syllabus

MS Word 2016

- Module 1: Making the switch to Word 2016

- Module 2: What's New in Word

- Module 3: Creating Your First Word Document

- Module 4: Explore Your Document using the Navigation Pane

- Module 5: Create Visually Compelling Documents

- Module 6: Get Control of Page Numbers, Headers, and Footers

- Module 7: Create and Customize a Table of Contents

- Module 8: Create Accessible Documents

- Module 9: Word 2016 Tips and Techniques

- Module 10: Keyboard Shortcuts

- Module 11: Microsoft Office 2016 Security

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MS Excel 2016

- Module 14: Make the Switch to Excel 2016
- Module 15: What's New in Excel 2016
- Module 16: Basic Tasks in Excel 2016
- Module 17: Get to Know Excel 2016 - Create Your First Spreadsheet
- Module 18: Get to Know Excel 2016 - Create Formulas
- Module 19: VLOOKUP - What It Is and When to Use It
- Module 20: Understand Data at a Glance with Conditional Formatting
- Module 21: Spark lines - Use Tiny Charts to Show Data Trends
- Module 22: Use Excel Tables to Manage Information
- Module 23: The IF Function - What It Is and How To Use It
- Module 24: How to Create a Basic Chart in Excel 2016
- Module 28: Keyboard Shortcuts in Excel 2016

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MS PowerPoint 2016

- Module 31: Making the Switch to PowerPoint 2016
- Module 32: What's New in PowerPoint 2016
- Module 33: Create Your First PowerPoint 2016 Presentation
- Module 34: Add Photos to PowerPoint
- Module 35: Insert Video into a Presentation
- Module 36: Broadcast a Presentation
- Module 37: Charts and SmartArt in PowerPoint
- Module 38: Animations and Transitions
- Module 39: Keyboard Shortcuts
- Module 40: PowerPoint Tips and Techniques

Students who are unable to appear for the final exam are required to submit a written application stating the reason for not appearing for the exam. 3D Educators reserves the right to approve or deny such applications. If approved, the student will be allowed to sit for the exam within one month. Failure to do so, the student will be resubmit the examination fee and sit the future schedule exam. Without passing of the exams no certification will be awarded.

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ONLINE LIVE CLASSES FACILITY AVAILABLE

- Instructor Led Training
- Real Time Presentations
- Interactive Classes
- Complete Notes and Other Stuff shall be provided through our Secure Student Login Member's Area
- For Online Live Classes, you may please download the Admission Form through our website http://www.3deducators.com. Fill it properly and attached the required document along with Picture and send back to info@3deducators.com with scanned fee submitted voucher in the bank.
- For Pakistan you may submit the fee at any MCB Branch with the title of "3D EDUCATORS-TRAINERS & CONSULTANTS".
- If you are outside Pakistan then you may transfer via Bank to Bank or any western union, Fast Track, Money Gram or else International Transfer Body.
- After Admission, if you don't have GMAIL Account then you are requested to kindly make one GMAIL Account and shared it info@3deducators.com. Then further correspondence shall be made by our institute official.
- Extra Bandwidth Charges shall be incurred.

DISTANCE NOT MATTER

You can join in the live classes Sessions of 3D EDUCATORS – TRAINERS & CONSULTANTS from anywhere of the world.

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PRECAUTIONARY MEASURES

- During Classes, you are requested to make sure that you are in isolated room, where no noise should be there except your voice.

- Kindly Switch Off your Cell Phone during the class, because it will disturb the quorum of class.

- If you have taken the admission in the course online lonely, then ethically it is recommended and suggested that you alone in the class.

- Recording of Lectures are not allowed at your end.

This world is emerging and growing in the 21st Century very rapidly because of latest and remarkable technologies and its advancement. Due to advancement of technology, we 3D EDUCATORS offer Live Interactive class sessions

3D EDUCATORS believe on Information Technology and its systems. Now you can also avail this facility at your home.

CONTACT US

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021-34857148

info@3deducators.com
http://www.3deducators.com

Get the Admission Form

Download Form

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