DIKKHA
TRAINING & CONSULTANCY
Distinct & Dynamic

Excel Your Excellence

Basic MS Office

For Students and Job Seekers

Md Shah Alam, MCT, MOS (Excel)
Chief Training Officer
Microsoft Certified Trainer
Microsoft Certified MS Excel Expert

+88 01884-808704   training@dikkhabd.com

DIKKHA
TRAINING & CONSULTANCY
Distinct & Dynamic

Course Summary

Particulars	Details
Total Classes	16
Class Duration	1 Hour Each Class
Weekly Class	Two Classes Each Week
Weekly Days	Two Days Each Week
Weekly Day Name	Sunda: 5pm-6pm Tuesday: 5pm-6pm
Course Fee	Tk.4,000/-

Profile of Chief Training Officer

DIKKHA
TRAINING & CONSULTANCY
Distinct & Dynamic

Professional Experiences:

- Four Years of Work Experience in IDLC Finance Ltd.
- Six & Half Years of Work Experience in LankaBangla Finance Ltd.
- Last Position: Manager, Head of Department of MIS and Regulatory Reporting, Operations Division, LankaBangla Finance Ltd.

Training Experiences:

- Provided Individual Training to the Job Holders of Banks, Financial Institutions, Local Companies, Conglomerate Group
- Provided Corporate Training Facilities to Local Financial Institutions, Multinational NGO, Foreign Bank
- Conducted several workshops organized by Universities
- Providing training to the members of ICMAB

Achievement:

- Microsoft Certified Trainer
- Microsoft Certified MS Excel Expert
- Received "Individual Aptitude Award" for Designing Different MIS Reports
- Enjoyed Full Scholarship in BBA and Half Scholarship in MBA
- Received Best Student Award in MBA

Certification:

- Unlock Excel VBA and Excel Macro
- Data Analysis & Business Intelligence- Power Query, Power Pivot & DAX language
- Power BI Tools, including Power BI Desktop, Power BI Pro (Service) and PowerBI Developer
- SQL Boot map for query
- Advance English Writing

A. MS Word (6 Hours)

SL No	Lead	Components
1	Introduction	a. Interface b. Tab and Ribbon c. Formatting Text d. Paragraph Spacing
2	Working with Table	a. Organizing Content in a Table b. Insert table from Excel c. Formatting Table in different style
3	Hyperlink	a. How hyperlink works in Word
4	Layout	a. Different Layout b. How Tab Works c. Arrange Objects
5	Page and Content Design	a. Style b. Page Colour c. Page Border d. Table of Contents e. Page Number
5	Mailings	a. Basic Knowledge b. Mail Merge
6	Form Control	a. Drop-down List
	Post-Assessment	

B. MS PowerPoint Presentation (4 Hours)

SL No	Lead	Components
1	Introduction	a. Interface b. Tab and Ribbon
2	Slide and Layout	a. Create/Add New Slide and Layout b. Duplicate Slide c. Add Section d. Formatting of Slides
3	Insertion and Formatting	a. Shape, Smart Art, Picture, Word Art b. Working with Table c. Header, Footer, Date & Time, Slide Number d. Arrange Object e. Working on Text and different style of formatting e. Formatting Objects f. Complete a Project
4	Print	a. Discussing on Print b. Different Print Layout
5	Transition and Animation	a. Discussing on different transition and animation b. Adding Music b. Complete a project
6	Template	a. Create own template for YouTube, Facebook and others b. Complete a Project
	Post-Assessment	

C. MS Excel (6 Hours):

Section	Lead	Components
Section-1	Manage Workbook and Worksheet	**a. Manage Workbook:** Save a Workbook as Template, Office Theme, Customize Ribbon, Quick Access Toolbar **b. Manage Worksheet:** Create a New Sheet, Format Sheet, Move or Copy Sheet, Delete Sheet **c. Navigation:** Cell Movement
Section-2	Commands of Main Tabs	**a. Home Tab:** Paste, Paste Special, Format Painter, Pattern Fill Orientation, New Line, Merge Across, Data Formatting, Format Clear, Fill, Find and Select **b. Insert Tab:** Hyperlink **c. Page Layout Tab:** Page Set up and Print, Theme **e. Data Tab:** Filter, Text to Columns, Remove Duplicates, Data Validation **f. View Tab:** Navigation, New Window & Arrange All, Freeze Panes, Hide and Unhide, Switch Windows
Section-3	Basic Mathematical Calculation	a. Summation, Subtraction, Multiplication, Division, Percentage, Average b. Simplification Rule c. Round- Roundup and Round down
Section-4	Let's Start with Basic Formulas	a. Find Max and Min Value b. Rank Value in a Range c. Find Top Largest and Smallest Value d. Difference between Count and Counta e. Make SL/Index number using Row and Column Formula
Post-Assessment		

Certificate will be provided to those participants who will successfully pass the post-assessment