

**Microsoft
Office
Expert**

MS Office

Microsoft Office

Master Course

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



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Profile

Chief Training Officer



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 an online workshop organized by PrimAsia University
- Conducted a Workshop organized by American International University-Bangladesh
- Providing training to the newly qualified 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

Course Planning

Lead	Component
Course Duration	3.5 Months
Each Course Hours	
Word	10 Hours
PowerPoint	10 Hours
Excel	20 Hours
Access	20 Hours
Total Hours	60 Hours
Each Class Duration	1.5 Hours
No of Class Each Week	3 Classes

Total Investment

Lead	Component
Actual Course Fee	Tk.15,000/- (Fifteen Thousands)
Discounted Course Fee	Tk.12,000/- (Twelve Thousands)

Our Specialities

Extensive Hands-on Exercises

Individual Attention

Result Driven Coaching

Several Real-Life Projects

Project Challenge



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Microsoft Word

Snapshot of the Course

Section	Component
Section 1	Navigate Within Documents
Section 2	Format Documents
Section 3	Save And Share Documents
Section 4	Inspect Documents For Issues
Section 5	Insert Text and Paragraph
Section 6	Format Text and Paragraph
Section 7	Create and Configure Document Sections
Section 8	Create Tables
Section 9	Modify Tables
Section 10	Create and Modify Lists
Section 11	Create and Manage Reference Elements
Section 12	Create and Manage Reference Table
Section 13	Insert Illustrations and Text Boxes
Section 14	Format Illustrations and Text Boxes
Section 15	Add Text to Graphic Elements
Section 16	Modify Graphic Elements
Section 17	Add and Manage Comments
Section 18	Manage Change Tracking
Students Project Challenge (I)	
Students Project Challenge (II)	
Project Submission and Post Assessment	

Section 1: Navigate Within Documents

- a. Search For Text
- b. Link To Locations Within Documents
- c. Move To Specific Locations And Objects In Documents
- d. Show And Hide Formatting Symbols And Hidden Text

Student Task-1

Section 2: Format Documents

- a. Set Up Document Pages
- b. Apply Style Sets
- c. Insert And Modify Headers And Footers
- d. Configure Page Background Elements

Student Task-2

Section 3: Save And Share Documents

- a. Save Documents In Alternative File Formats
- b. Modify Basic Document Properties
- c. Modify Print Settings
- d. Share Documents Electronically

Student Task-3

Section 4: Inspect Documents For Issues

- a. Locate And Remove Hidden Properties And Personal Information
- b. Locate And Correct Accessibility Issues
- c. Locate And Correct Compatibility Issues

Student Task-4

Section 5: Insert Text and Paragraph

- a. Find And Replace Text
- b. Insert Symbols And Special Characters

Student Task-5

Students Project Challenge (I)

Section 6: Format Text and Paragraph

- a. Apply Text Effects
- b. Apply Formatting By Using Format Painter
- c. Set Line And Paragraph Spacing And Indentation
- d. Apply Built-in Styles To Text
- e. Clear Formatting

Student Task-6

Section 7: Create and Configure Document Sections

- a. Format Text In Multiple Columns
- b. Insert Page, Section, And Column Breaks
- c. Change Page Setup Options

Student Task-7

Section 8: Create Tables

- a. Convert Text To Tables
- b. Convert Tables To Text
- c. Create Tables By Specifying Rows And Columns

Student Task-8

Section 9: Modify Tables

- a. Sort Table Data
- b. Configure Cell Margins And Spacing
- c. Merge And Split Cells
- d. Resize Tables, Rows, And Columns Split Tables
- e. Configure A Repeating Row Header

Student Task-9

Section 10: Create and Modify Lists

- a. Format paragraphs as numbered and bulleted lists
- b. Change bullet characters and number formats
- c. Define custom bullet characters and number formats
- d. Increase and decrease list levels
- e. Restart and continue list numbering

Student Task-10

Section 11: Create and Manage Reference Elements

- a. Insert Footnotes And Endnotes
- b. Modify Footnote And Endnote Properties
- c. Create And Modify Bibliography Citation Sources
- d. Insert Citations For Bibliographies

Student Task-11

Section 12: Create and Manage Reference Table

- a. Insert Tables Of Contents
- b. Customize Tables Of Contents
- c. Insert Bibliographies

Student Task-12

Students Project Challenge (II)

Section 13: Insert Illustrations and Text Boxes

- a. Insert Shapes
- b. Insert Pictures
- c. Insert 3d Models
- d. Insert SmartArt Graphics
- e. Insert Screenshots And Screen Clippings
- f. Insert Text Boxes

Student Task-13

Section 14: Format Illustrations and Text Boxes

- a. Apply Artistic Effects
- b. Apply Picture Effects And Picture Styles
- c. Remove Picture Backgrounds
- d. Format Graphic Elements
- e. Format SmartArt Graphics
- f. Format 3d Models

Student Task-14

Section 15: Add Text to Graphic Elements

- a. Add And Modify Text In Text Boxes
- b. Add And Modify Text In Shapes
- c. Add And Modify SmartArt

Student Task-15

Section 16: Modify Graphic Elements

- a. Position Objects
- b. Wrap Text Around Objects
- c. Add Alternative Text To Objects

Student Task-16

Section 17: Add and Manage Comments

- a. Add Comments
- b. Review And Reply To Comments
- c. Resolve Comments
- d. Delete Comments

Student Task-17

Section 18: Manage Change Tracking

- a. Track Changes
- b. Review Tracked Changes
- c. Accept And Reject Tracked Changes
- d. Lock And Unlock Change Tracking

Student Task-18

Project Submission

Post Assessment

Certificate Will Be Awarded Only When You Pass the Post Assessment



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Distinct & Dynamic

Microsoft
PowerPoint

Snapshot of the Course

Section	Component
Section 1	Modify Slide Masters, Handout Masters, And Note Masters
Section 2	Change Presentation Options And Views
Section 3	Configure Print Settings For Presentations
Section 4	Configure And Present Slide Shows
Section 5	Prepare Presentations For Collaboration
Section 6	Insert Slides
Section 7	Modify Slides
Section 8	Order And Group Slides
Section 9	Format Text
Section 10	Insert Links
Section 11	Insert And Format Images
Section 12	Insert And Format Graphic Elements
Section 13	Order And Group Objects On Slides
Section 14	Insert And Format Tables

Snapshot of the Course

Section	Component
Section 15	Insert And Modify Charts
Section 16	Insert And Format SmartArt Graphics
Section 17	Insert And Modify 3d Models
Section 18	Insert And Manage Media
Section 19	Apply and configure slide transitions
Section 20	Animate slide content
Section 21	Set timing for transitions
Students Project Challenge (I)	
Students Project Challenge (II)	
Project Submission and Post Assessment	

Section 1: Modify Slide Masters, Handout Masters, And Note Masters

- a. Change The Slide Master Theme Or Background
- b. Modify Slide Master Content
- c. Create Slide Layouts
- d. Modify Slide Layouts
- e. Modify The Handout Master
- f. Modify The Notes Master

Student Task-1

Section 2: Change Presentation Options And Views

- a. Change Slide Size
- b. Display Presentations In Different Views
- c. Set Basic File Properties

Student Task-2

Section 3: Configure Print Settings For Presentations

- a. Print All Or Part Of A Presentation
- b. Print Notes Pages
- c. Print Handouts
- d. Print In Colour, Grayscale, Or Black And White

Student Task-3

Section 4: Configure And Present Slide Shows

- a. Create custom slide shows
- b. Configure slide show options
- c. Rehearse slide show timing
- d. Set up slide show recording options
- e. Present slide shows by using

Student Task-4

Section 5: Prepare Presentations For Collaboration

- a. Mark presentations as final
- b. Protect presentations by using
- c. Inspect presentations for issues
- d. Add and manage comments
- e. Preserve presentation content
- f. Export presentations to other

Student Task-5

Students Project Challenge (I)

Section 6: Insert Slides

- a. Import Word document outlines
- b. Insert slides from another presentation
- c. Insert slides and select slide layouts
- d. Insert Summary Zoom slides
- e. Duplicate slides

Student Task-6

Section 7: Modify Slides

- a. Hide And Unhide Slides
- b. Modify Individual Slide Backgrounds
- c. Insert Slide Headers, Footers, And Page Numbers

Student Task-7

Section 8: Order And Group Slides

- a. Create sections
- b. Modify slide order
- c. Rename sections

Student Task-8

Section 09: Format Text

- a. Apply formatting and styles to text
- b. Format text in multiple columns
- c. Create bulleted and Numbered Lists

Student Task-9

Section 10: Insert Links

- a. Insert hyperlinks
- b. Insert Section Zoom links and Slide Zoom links

Student Task-10

Students Project Challenge (II)

Section 11: Insert And Format Images

- a. Resize and crop images
- b. Apply built-in styles and effects to images
- c. Insert screenshots and screen clippings

Student Task-11

Section 12: Insert And Format Graphic Elements

- a. Insert and change shapes
- b. Draw by using digital ink
- c. Add text to shapes and text boxes
- d. Resize shapes and text boxes
- e. Format shapes and text boxes
- f. Apply built-in styles to shapes and text boxes
- g. Add alt text to graphic elements for accessibility

Student Task-12

Section 13: Order And Group Objects On Slides

- a. Order shapes, images, and text boxes
- b. Align shapes, images, and text boxes
- c. Group shapes and images
- d. Display alignment tools

Student Task-13

Section 14: Insert And Format Tables

- a. Create and insert tables
- b. Insert and delete table rows and columns
- c. Apply built-in table styles

Student Task-14

Section 15: Insert And Modify Charts

- a. Create and insert charts
- b. Modify charts

Student Task-15

Section 16: Insert And Format SmartArt Graphics

- a. Insert SmartArt graphics
- b. Convert lists to SmartArt graphics
- c. Add and modify SmartArt

Student Task-16

Section 17: Insert And Modify 3d Models

- a. Insert 3D models
- b. Modify 3D models

Student Task-17

Section 18: Insert And Manage Media

- a. Insert audio and video clips
- b. Create and insert screen recordings
- c. Configure media playback

Student Task-18

Section 19: Apply and configure slide transitions

- a. Apply basic and 3D slide transitions
- b. Configure transition effects

Student Task-19

Section 20: Animate slide content

- a. Animate text and graphic elements
- b. Animate 3D models
- c. Configure animation effects
- d. Configure animation paths
- e. Reorder animations on a slide

Student Task-20

Section 21: Set timing for transitions

- a. Set transition effect duration
- b. Configure transition start and finish

Student Task-21

Project Submission

Post Assessment

Certificate Will Be Awarded Only When You Pass the Post Assessment

Microsoft Excel



Snapshot of the Course

Section	Component
Section 1	Dynamic Data Manipulation
Section 2	Conditional Analysis to Gain Insight
Section 3	Match and Look up for Retrieving Info
Section 4	Conditional Formatting for Presenting Vivid Data
Section 5	Mastering Date and Time
Section 6	Others
Section 7	Financial Functions
Section 8	Data Analysis by Pivot Table

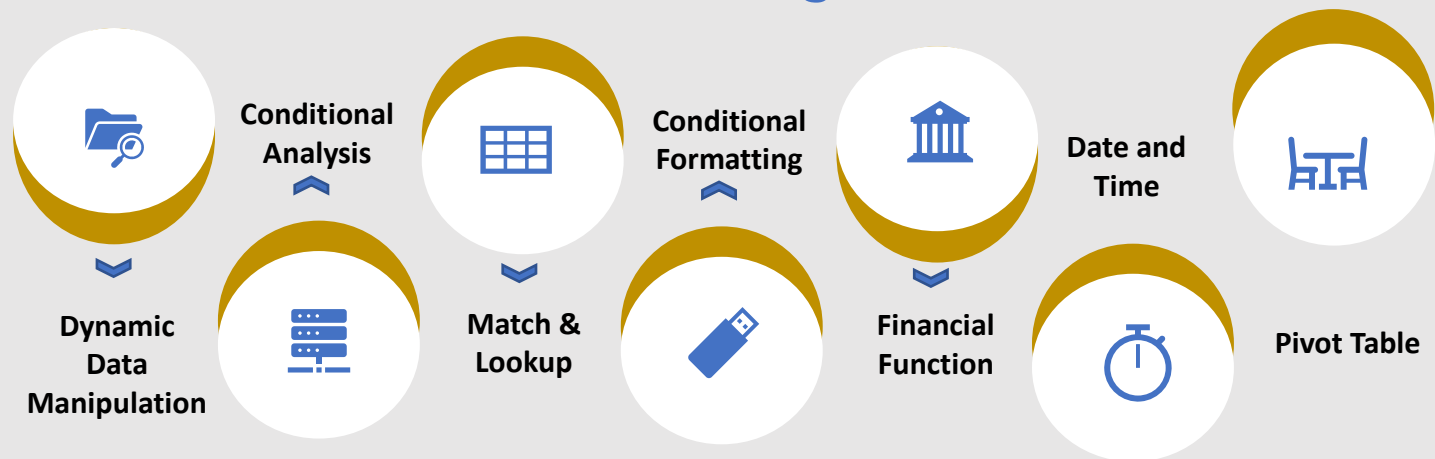
Students Project Challenge (I)

Students Project Challenge (II)

Students Project Challenge (III)

Post Assessment

Broader Training Outline



Detailed Training Outline

Pre-Assessment

Section 1: Dynamic Data Manipulation

A. Commands of Main Tabs

Home Tab: Paste, Paste Special, Format Painter, Orientation, New Line, Merge Across, Data Formatting, Clear, Fill, Find and Select

b. Insert Tab: Hyperlink

c. Page Layout Tab: Page Set up and Print, Theme

d. Formula Tab: Name Manager, Formula Auditing, Watch Window

e. Data Tab: Filter, Text to Columns, Remove Duplicates, Data Validation, Goal Seek, Group by Subtotal

f. View Tab: Navigation, New Window & Arrange All, Freez Panes, Hide and

B. Tips and Notes on Formula, Cell Reference, and Formula Copy

a. Some Important Tips on Excel Formula

b. Some Important Tips on Excel Cell Reference

c. Other Important Notes

C. Manipulating Text

a. Setting text to sentence case

b. Join text string

c. Removing space from a text string

d. Counting characters in a cell

e. Extracting parts of a text string

f. Finding a particular character

g. Substituting text string

h. Finding similar multiple characters

i. Dynamic "Extracting parts of a text string"

Project 1: Reconstruct a Database

Student Task: 1

Section 2: Conditional Analysis to Gain Insight

- a. Simple and multiple conditions
- b. Logical condition with AND & OR
- c. Counting that meets conditions
- d. Summing that meets conditions

Student Task: 2

Section 3: Match and Look up for Retrieving Info

- a. Find the row and column number by lookup matching
- b. Looking up on a left lookup column
- c. Looking up horizontally
- d. Hiding errors returned by lookup functions
- e. Difference between Exact and Approximate match
- f. Looking up on a two-way matrix
- g. Fill all cells in a table in one attempt by Lookup

Student Task: 3

Project 2: Prepare Dynamic MIS Reporting

Section 4: Conditional Formatting for Presenting Vivid Data

- a. Highlight cells that meet criteria
- b. Top/Bottom Rule
- c. Colour Scale & Data bar, Icon Set
- d. Manage Rule
- e. Text Formula
- f. Custom Formatting
- g. Input different types of data in the same cell

Section 5: Mastering Date and Time

- a. Series of Months
- b. Length of Services or Find Age
- c. Find a Deadline
- d. Find the Number of Working Days

Section 6: Others

- a. Data Validation: Validation Criteria, Input Message and Alert Criteria
- b. Sorting: Data Sorting. Reshuffle Row and Column
- c. Making Formula Error Free
- d. Protect Data

Student Task: 4

Project 3: Dynamic Duty Rostering

Section 7: Financial Functions

- a. PMT
- b. IRR
- c. XIRR
- d. Rate
- e. FV
- f. PV
- g. Amortization Schedule

Student Task: 5

Section 8: Data Analysis by Pivot Table

- a. Discussion on Table
- b. Create a Pivot Table
- c. Different Feature of Pivot Table
- d. Application of Slicer on Table
- e. Pivot Chart

Post Assessment

Certificate Will Be Awarded Only When You Pass the Post Assessment

Microsoft Access



Snapshot of the Course

Section	Component
Section 1	Modify Database Structure
Section 2	Manage Table Relationships And Keys
Section 3	Print And Export Data
Section 4	Create Tables
Section 5	Manage Tables
Section 6	Manage Table Records
Section 7	Create And Modify Fields
Section 8	Create And Run Queries
Section 9	Modify Queries
Section 10	Configure Form Controls
Section 11	Format Forms
Section 12	Configure Report Controls
Section 13	Format reports

Students Project Challenge (I)

Students Project Challenge (II)

Post Assessment

Section 1: Modify Database Structure

- a. Import Objects Or Data From Other Sources
- b. Delete Database Objects
- c. Hide And Display Objects In The Navigation Pane

Student Task-1

Section 2: Manage Table Relationships And Keys

- a. Understand Relationships
- b. Display Relationships
- c. Set Primary Keys
- d. Enforce Referential Integrity
- e. Set Foreign Keys

Student Task-2

Section 3: Print And Export Data

- a. Configure Print Options For Records, Forms, And Reports
- b. Export Objects To Alternative Formats

Student Task-3

Section 4: Create Tables

- a. Import Data Into Tables
- b. Create Linked Tables From External Sources
- c. Import Tables From Other Databases

Student Task-4

Section 5: Manage Tables

- a. Hide Fields In Tables
- b. Add Total Rows
- c. Add Table Descriptions

Student Task-5

Students Project Challenge (I)

Section 6: Manage Table Records

- a. Find And Replace Data
- b. Sort Records
- c. Filter Records

Student Task-6

Section 7: Create And Modify Fields

- a. Add And Remove Fields
- b. Add Validation Rules To Fields
- c. Change Field Captions
- d. Change Field Sizes
- e. Change Field Data Types
- f. Configure Fields To Auto-increment
- g. Set Default Values
- h. Apply Built-in Input Masks

Student Task-7

Section 8: Create And Run Queries

- a. Create Simple Queries
- b. Create Basic Crosstab Queries
- c. Create Basic Parameter Queries
- d. Create Basic Action Queries
- e. Create Basic Multi-table Queries
- f. Save Queries
- g. Run Queries

Student Task-8

Section 9: Modify Queries

- a. Add, Hide, And Remove Fields In Queries
- b. Sort Data Within Queries
- c. Filter Data Within Queries
- d. Format Fields Within Queries

Student Task-9

Section 10: Configure Form Controls

- a. Add, Move, And Remove Form Controls
- b. Set Form Control Properties
- c. Add And Modify Form Labels

Student Task-10

Section 11: Format Forms

- a. Modify Tab Order On Forms
- b. Sort Records By Form Field
- c. Modify Form Positioning
- d. Insert Information In Form Headers And Footers
- e. Insert Images On Forms

Student Task-11

Section 12: Configure Report Controls

- a. Group And Sort Fields On Reports
- b. Add Report Controls
- c. Add And Modify Labels On Reports

Student Task-12

Section 13: Format reports

- a. Format A Report Into Multiple Columns
- b. Modify Report Positioning
- c. Format Report Elements
- d. Change Report Orientation
- e. Insert Information In Report Headers And Footers
- f. Insert Images On Reports

Student Task-12

Students Project Challenge (II)

Post Assessment

Certificate Will Be Awarded Only When You Pass the Post Assessment