

RBTCS : Microsoft Office 2019 Tips and Tricks 08—10 November 2021

INTRODUCTION

Course participants will be exposed to the use of simple and fast methods and techniques in using Microsoft Office software, namely Word, Excel and PowerPoint.

OBJECTIVE

Learn useful techniques and methods that can be used on the 3 main software in the Microsoft Office package, namely Word, Excel and PowerPoint.

Improve participants' skills in using Microsoft Office software in performing daily tasks in the office.

COURSE MANAGEMENT



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COURSE OUTLINE

DAY 1 (08 NOVEMBER 2021)

TIME	TOPIC
8:30 pg.	Getting Started with Microsoft Office 2019
10:30 pg.	Break
11:00 pg.	Getting Started with Microsoft Word 2019
1:00 tgh.	Break
2:30 ptg.	Getting Started with Microsoft Word 2019

DAY 2 (09 NOVEMBER 2021)

8:30 pg.	Getting Started with Microsoft Excel 2019
10:30 pg.	Break
11:00 pg.	Getting Started with Microsoft Excel 2019
1:00 tgh.	Break
2:30 ptg.	Getting Started with Microsoft Excel 2019

DAY 3 (10 NOVEMBER 2021)

8:30 pg.	Getting Started with Microsoft Powerpoint 2019
10:30 pg.	Break
11:00 pg.	Getting Started with Microsoft Powerpoint 2019
1:00 tgh.	Break
2:30 ptg.	Getting Started with Microsoft Powerpoint 2019

