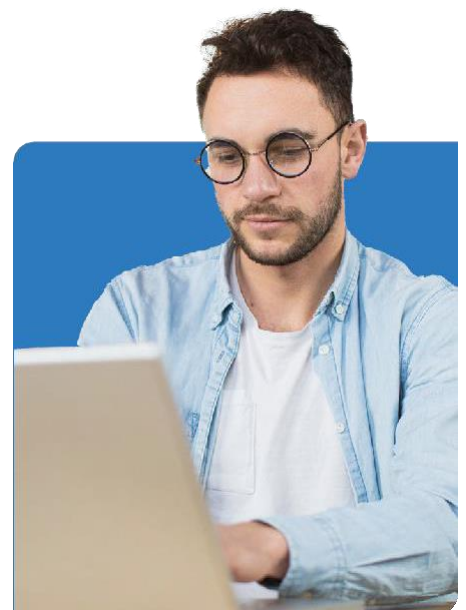


ThriveDX™

MS Office

TDXOF-100



ThriveDX MS Office

Time Commitment

6 days (total of 25 hours / 8 hours per day)

Skill Level

Professional Level

Course Category

M

Comprehensive course covering the attributes and applications of MS Office.

The aim is to expand the user's knowledge and know-how of Office and its various tools.

Target Audience

Computer users with experience in Windows and the internet

Prerequisites:

Basic reading comprehension in English

Program Structure

Installation, Upgrade & Instructions Module 01

- Installing Office & upgrading to the latest versions
- Reviewing the applications included Office 2016
 - Word, Excel, PowerPoint, Outlook
 - User-level review of the applications
 - Creating, editing & designing documents
 - Learn how to work with Outlook & email on an operational level
 - Learn how to organize work-related meetings
 - Learn how to manage professional contacts and company-related tasks
 - Learn how to troubleshoot common Office-related issues

