



MICROSOFT OFFICE MASTERY TRAINING



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AWARD

WINNING COMPANY



**IT Company of
the year (2020)**



Diamond Recognition
for youth technology
training & empowerment
(2020).



**CEO Mentor of
the year (2016)**



**CEO Woman
of the Year (2018)**



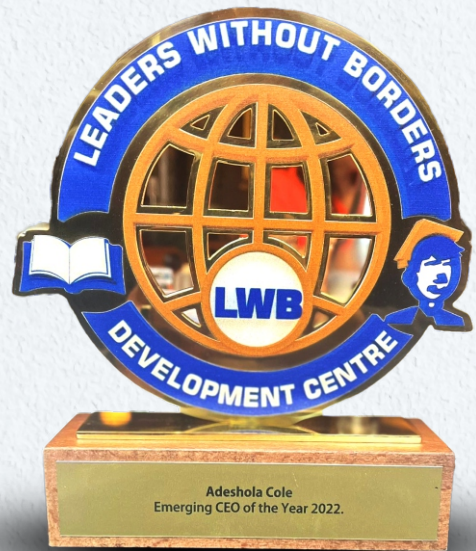
IT COMPANY OF THE YEAR 2020



...CONTINUED

AWARD

WINNING COMPANY



**EMERGING CEO
OF THE YEAR
(2022)**



**ROTARY
RECOGNITION
AWARD FOR
PHILANTHROPY
(2022).**

**AFRICAN LEGACY
AWARD (2022).**

**TOP 100 ICON
AFRICAN LEADERS
IN THEIR FIELD**

**EMERGING CEO
OF THE YEAR
(2022).**

**WOMAN OF THE
YEAR, (2022)**

**DOCTORATE IN
LEADERSHIP AND
MANAGEMENT**



**MICROSOFT
OFFICE MASTERY
TRAINING**

TABLE OF *Contents*

- Ms Office Word
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The Program runs for a period of 4 Weeks.



Ms Word

Course Description: This Microsoft Office Word course is suitable for professionals, students, or entrepreneurs who wants to learn and improve their Microsoft Office Word skills, and become proficient in using Word to create professional-looking documents. The course is designed to be hands-on, with plenty of opportunities to practice what you learn.

By the end of this course, you will be able to:

- Create and format professional-looking documents such as CV/resumes, newsletters, and business reports.
- Use advanced formatting tools, such as styles and themes, to save time
- Work with tables and graphics to create visually appealing documents
- Collaborate with others by sharing documents and tracking changes.



Ms Word

Introduction to Microsoft Office Word.

I. Introduction to Ms Word

- A. Overview of Microsoft Word
- B. Getting started with Word
- C. Understanding the Word Interface

II. Document Creation

- A. Creating a new document
- B. Entering text
- C. Saving and opening documents
- D. Formatting text
- E. Working with fonts and paragraph styles

III. Advanced Text Formatting

- A. Formatting page layout
- B. Using templates and themes
- C. Adding headers and footers
- D. Using tables and columns.

IV. Working with Images

- A. Adding and formatting images
- B. Creating and editing shapes
- C. Using SmartArt graphics

V. Collaboration and Review

- A. Sharing and collaborating on documents
- B. Tracking changes and reviewing documents
- C. Protecting documents with passwords and permissions

VI. Advanced Features

- A. Creating and working with forms
- B. Customizing the ribbon and Quick Access Toolbar



Ms Excel

Course Description: This course will introduce students to the fundamentals of Microsoft Excel. Students will learn to create and format basic spreadsheets, work with formulas and functions, and analyze data using charts and graphs.

Course Objectives:

- **·Understand** the basic components of Excel, including the ribbon, cells, and worksheets
- **·Create and format** basic spreadsheets, including adjusting column widths, merging cells, and adding borders and shading.
- **·Understand and use basic Excel** formulas and functions, including SUM, AVERAGE, MAX, MIN, and COUNT.
- **·Understand and use conditional** formatting to highlight cells based on specified criteria.
- **·Create and modify** charts and graphs to visually represent data
- **·Understand and use data** validation to ensure accurate data entry.
- **·Use basic sorting** and filtering to organize data.



Course Outline:

Lesson 1: Introduction to Excel

- Understanding the Excel interface
- Navigating worksheets and workbooks
- Entering and editing data

Lesson 2: Formatting in Excel

- Adjusting column widths and row heights
- Merging cells
- Adding borders and shading
- Formatting text and numbers

Lesson 3: Formulas and Functions

- Understanding formulas and functions
- Using the SUM function
- Using the AVERAGE function
- Using the MAX and MIN functions
- Using the COUNT function

Lesson 4: Conditional Formatting

- Highlighting cells based on specified criteria
- Using color scales and data bars

Lesson 5: Charts and Graphs

- Creating charts and graphs
- Modifying chart elements
- Changing chart types

Lesson 6: Data Validation

- Understanding data validation
- Creating drop-down lists
- Creating input messages and error alerts

Lesson 7: Sorting and Filtering Data

- Sorting data in ascending or descending order
- Filtering data by criteria

Ms Powerpoint



Introduction to Microsoft Office Powerpoint.

Course Overview: The Microsoft Powerpoint course covers the essential features of PowerPoint, including creating and formatting slides, adding multimedia elements, and delivering presentations effectively. Throughout this hands-on course, you'll learn how to use PowerPoint to design visually appealing presentations that effectively communicate your message.

By the end of this course, you will be able to:

- Create engaging and professional presentations that effectively communicate your message.
- Use advanced formatting tools, such as animations and transitions, to create visual interest.
- Add multimedia elements like images, videos, and audio to enhance your presentations.
- Deliver presentations with confidence and poise.
- Customize and save your own PowerPoint templates for future use.



Course Outline:

I. Introduction to PowerPoint

- A. Understanding the PowerPoint interface
- B. Creating a new presentation
- C. Saving and sharing presentations

II. Creating and Formatting Slides

- A. Adding and deleting slides
- B. Choosing and applying slide layouts
- C. Adding and formatting text
- D. Adding and formatting images and shapes

III. Adding and Manipulating Media

- A. Inserting and formatting images and graphics
- B. Inserting and formatting audio and video
- C. Inserting and formatting charts and graphs

IV. Animating and Transitions

- A. Applying and customizing animations
- B. Applying and customizing transitions

V. Enhancing Design

- A. Formatting backgrounds and themes
- B. Using SmartArt and icons
- C. Using the design ideas feature

VI. Delivering Presentations

- A. Using Presenter View
- B. Creating and using notes
- C. Running and customizing a slide show

Learning Tools



LMS -LEARNING MANAGEMENT SYSTEM

LMS, otherwise known as triteks knowledge hub, has over 200 tutorials accessible at anytime. These are designed to help and support you throughout your learning journey, and cover a wide range of topics, including, cyber security, artificial intelligence, change management and so much more. Videos include topics such as cyber security, artificial intelligence and so much more.

With **zoom**

Meet the - *Trainer*



Damilola Sanni

Damilola Sanni is a business analyst and data analyst with about 4 years experience in the field.

She has a track record of success in analyzing business processes and data to help organizations improve their operations and increase efficiency.

Meet the - *Trainer*



Damilola Sanni

Damilola holds a bachelor's degree in International Relations and a master's degree in International Law & Diplomacy. She is proficient in a range of data analysis tools, including SQL, Excel, and PowerBI, and has a deep understanding of data visualization and data analysis techniques.

In her current role, Damilola works closely with business teams to gather and analyze data, create process maps, stakeholder engagements, and identify areas for improvement. She is highly communicative, with the ability to train stakeholders and present complex information in a clear and concise manner and can effectively collaborate with teams to drive results.

Her hobbies are reading, solving puzzles, and listening to music. Overall, Damilola is dedicated and highly capable, with a successful track record. She is committed to delivering superior value and providing innovative solutions to her clients.