

Live Online Classes

Master essential skills to use Word, Excel and PowerPoint in just 6 weeks

Microsoft Office Bootcamp

Scan Me



Rs. 1,990

Get trained in Microsoft Office and gain a career edge

Dates & Timing

02 Oct - 07 Nov 2020
(5:00-6:00 PM Fri/Sat)

Study Mode

Trainer led online live classes
2 classes per week (60 min each)
Activities/assignments/tests



Instruction language

English/ Urdu

Certificate of Completion

PROGRAM BENEFITS

- ✓ Most in demand skills for today's digital workplace
- ✓ Open up excellent career prospects for yourself
- ✓ Multiply your productivity and performance

WHO SHOULD ATTEND?

- ❖ Teachers seeking to deliver online courses with eye catching presentation and notes
- ❖ Office workers seeking to enhance their reporting and presentation skills
- ❖ Business owners wishing to improve their productivity and customer service
- ❖ University students who wish to get command on writing and presenting projects, thesis and assignments

Week Wise Program

1. Working with Documents
2. Enhancing formatting skills
3. Creating professional presentations
4. Learning to embed new ideas in presentations
5. Understanding spreadsheets
6. Practicing the application of spreadsheets


Trainer's Profile




Hira Sharjeel

Having a great passion for computers, Hira Sharjeel holds a BSc (Honors) degree in Computer Sciences from UET, Lahore. With 7+ years of experience, she is an energetic and passionate instructor and has provided training to individuals and organizations like Punjab Sports Board. She possesses a firm command over her IT skills and has been applying them professionally. Her aim is to spread computer literacy in an easy, interesting and engaging manner.

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(10% discount available for 2+ joint registrations)