

Course Title: Advanced Office Productivity Tools

Course Overview:

This comprehensive course is designed for intermediate and advanced learners who are already working using MS Office but are seeking to enhance their proficiency in essential office productivity tools, including MS Word, Excel, PowerPoint, Access, e-mails, Publisher, Windows OS, and online essentials. Participants will develop advanced skills and techniques to maximize their productivity and efficiency in using these tools for various professional tasks.

Course Objectives:

- 1) Master advanced features and functionalities of MS Word, Excel, PowerPoint, Access, Publisher, Windows OS, and online essentials, including email management.
- 2) Enhance productivity by effectively utilizing time-saving techniques, shortcuts, and email organization strategies.
- 3) Develop advanced data analysis and reporting skills using MS Excel, including analyzing email data and generating insights.
- 4) Create professional-quality documents, presentations, publications, and emails with advanced formatting, design techniques, and email etiquette.
- 5) Efficiently manage and organize data, including emails, using MS Access and email management tools.
- 6) Improve collaboration and communication by leveraging online tools, cloud-based platforms, and effective email communication strategies.
- 7) Develop problem-solving abilities and troubleshooting skills for technical issues related to MS Office tools and email systems.

Target Audience:

Intermediate and advanced learners who have a solid foundation in the use of MS Office tools and wish to expand their knowledge and proficiency in these applications. This course is ideal for professionals, managers, administrators, educators, and individuals seeking to enhance their productivity and efficiency in their work or personal projects.

Learning Outcomes:

Upon completion of the course, participants will be able to:

- 1) Utilize advanced features and functions of MS Word, Excel, PowerPoint, Access, Publisher, Windows OS, and online essentials to optimize workflow and productivity.
- 2) Apply advanced data analysis techniques in MS Excel to extract meaningful insights and generate comprehensive reports.
- 3) Create visually appealing and professional documents, presentations, and publications using advanced formatting and design features.

- 4) Effectively manage and organize data using MS Excel and Access, including creating databases, queries, and forms.
- 5) Leverage online tools, e-mail and cloud-based platforms for enhanced collaboration and communication.
- 6) Solve technical issues and troubleshoot common problems related to MS Office tools and Windows OS.

Modules to Be Covered:

- 1) Advanced Features in MS Word
- 2) Advanced Data Analysis Techniques in MS Excel
- 3) Professional Presentations with MS PowerPoint
- 4) Advanced Database Management with MS Access
- 5) Designing Professional Publications with MS Publisher
- 6) Maximizing Productivity with Windows OS
- 7) Collaboration and Communication with Online Essentials

Mode of Delivery:

The course will be delivered through a combination of instructor-led classroom sessions and hands-on practical exercises. Participants will have access to relevant software applications and tools during the training sessions.

Mode of Assessment:

Assessment will be conducted through practical exercises, assignments, and quizzes to evaluate participants' understanding and application of the concepts taught. Active participation and completion of course projects will also contribute to the overall assessment.

Note: The course content and duration can be customized based on the specific needs and requirements of the learners.

Fee: 400,00/= UGX

Delivery Channel: Online and Face-to-face