



Microsoft Training

⇒ Course 01: Microsoft SQL Server Development for Everyone

- Introduction
- Manipulating Tables and Data
- Relationships Foreign Keys
- Group By and Aggregate Functions
- Advanced SQL Server Objects and Concepts

⇒ Course 02: MS Word Diploma

- Getting Started with Word
- Formatting Text and Paragraphs
- Working More Efficiently
- Managing Lists
- Adding Tables
- Inserting Graphic Objects
- Controlling Page Appearance
- Preparing to Publish a Document

⇒ Course 03: Advanced Diploma in MS Excel

- Microsoft Excel 2019 New Features
- Getting Started with Microsoft Office Excel
- Performing Calculations
- Modifying a Worksheet
- Formatting a Worksheet
- Printing Workbooks
- Managing Workbooks
- Working with Functions
- Working with Lists
- Analyzing Data

⇒ Course 04: PowerPoint Diploma

Module 01

- Customize the User Interface
- Set PowerPoint 2016 Options

Module 02

- Modify Slide Masters and Slide Layouts
- Add Headers and Footers
- Modify the Notes Master and the Handout Master

Module 03

- Create SmartArt
- Modify SmartArt
- Write Math Equations

Module 04

- Add Audio to a Presentation
- Add Video to a Presentation
- Customize Animations and Transitions

Module 05

- Review a Presentation
- Store and Share Presentations on the Web

Module 06

- Annotate a Presentation
- Set Up a Slide Show
- Create a Custom Slide Show
- Add Hyperlinks and Action Buttons
- Record a Presentation

Module 07

- Secure a Presentation
- Broadcast a Slide Show
- Create a Video or a CD

⇒ Course 05: The Complete Microsoft OneDrive Course

- Unit 01: You Can Master OneDrive
- Unit 02: OneDrive Functions and Interface
- Unit 03: Microsoft Word OneDrive
- Unit 04: Microsoft Word Project and Tables Practice
- Unit 05: Microsoft Excel OneDrive
- Unit 06: Microsoft Excel Practice
- Unit 07: Microsoft PowerPoint OneDrive
- Unit 08: Microsoft PowerPoint Practice

⇒ Course 06: The Complete Microsoft Outlook Masterclass

- Unit 01: You can Master Microsoft Outlook
- Unit 02: Getting Started with Outlook
- Unit 03: File Menu
- Unit 04: Home –New Email in Outlook
- Unit 05: Home – New Appointment

⇒ Course 07: Microsoft Access Complete Course (Beginner, Intermediate, Advanced)

- MS Access Beginner
- Introduction
- Getting Started
- Working with Data
- Creating Databases and Objects
- Working with Queries
- MS Access Intermediate
- Introduction
- Designing Tables for Better Data Entry
- Sharing Data with Other Applications
- Working with Action Queries
- Advanced Query Techniques
- Automating Processes with Macros
- MS Access Advanced
- Introduction
- Improving the Structure of a Database
- Maintaining a Database
- Working with Access Switchboards
- Configuring Access for Multiple Users

⇒ Course 08: Complete Microsoft Power BI 2021

- Module 01: Introduction
- Module 02: Preparing our Project
- Module 03: Data Transformation - The Query Editor
- Module 04: Data Transformation - Advanced
- Module 05: Creating a Data Model

⇒ Course 09: Microsoft Teams

- Microsoft Teams - Introduction
- Mastering Microsoft Teams
- Top Microsoft Teams Tips

⇒ Course 10: Planning & Control Using Microsoft Project 2013, 2016 & 2019

- Section 01: Introduction
- Section 02: Creating a Project Schedule
- Section 03: Navigation and Setting the Options
- Section 04: Creating Projects and Templates
- Section 05: Defining Calendars

⇒ Course 11: Touch Typing Essentials

- Introduction
- How to Set up Your Computer
- How to type the letters F and J
- How to type the letters D and K
- How to type the letters S and L
- How to type the letter A and ; (semicolon)
- How to type the letters E and I
- How to type the letters R and U
- How to type the letters T and O

⇒ Course 12: GDPR Data Protection Level 5

- Module 01: GDPR Basics
- Module 02: GDPR Explained
- Module 03: Lawful Basis for Preparation
- Module 04: Rights and Breaches
- Module 05: Responsibilities and Obligations

⇒ Course 13: Functional Skills IT

- Section 1: Introduction
- Section 2: Information Technology
- Section 3: Components of IT
- Section 4: Hardware
- Section 5: Operating System

⇒ Course 14: Time Management

- Identifying Goals
- Effective Energy Distribution
- Working with Your Personal Style
- Building Your Toolbox
- Establishing Your Action Plan



Thank You