

Course Content Overview

Complete Microsoft Office Skills with Functional Math & Accounting - CPD Certified



Microsoft Excel Skills

Module 01: Excel Interface 2023

Module 02: Basic Functions in Excel

Module 03: Working with Worksheet

Module 04: Work with Data and Excel Tables

Module 05: Basic Calculations

Module 06: Shortcuts in Excel

Microsoft Word Skills

Module 01: Introduction to Microsoft Word?

Module 02: Formatting Text of a Modern Document

Module 03: Enhancing a document's contents

Module 04: Basic Graphics tools

Module 05: Presenting a Document

Module 06: Reviewing and Finalizing Documents

Microsoft Powerpoint Skills

Module 01: Introduction to Microsoft PowerPoint

Module 02: Setting up and Managing presentations

Module 03: Creating and Designing Slides

Module 04: Animations and Effects

Module 05: Using tables, charts and SmartArt

Module 06: Finalizing Presentations

Microsoft Access Skills

Module 01: Basics of Database

Module 02: Setting up Microsoft Access

Module 03: Relationships and Keys of a Database

Module 04: Navigation of a Database

Module 05: Manage Database Data

Module 06: Queries

Microsoft Outlook Skills

Module 01: User Interface in Outlook

Module 02: Email Management in Outlook

Module 03: Microsoft Outlook Productivity Hack

Microsoft Powerpoint Skills

Module 01: Introduction to Microsoft Teams

Module 02: Advanced Collaboration Techniques

Module 03: Integration and Customisation

Functional Math

Module 01: Foundations of Numbers

Module 02: Arithmetic Operations

Module 03: Decimals

Module 04: Percentages

Module 05: Ratios and Proportions

Module 06: Measurements - Part 1

Module 07: Measurements - Part 2

Module 08: Basic Geometry: Part 1

Module 09: Basic Geometry: Part 2

Module 10: Powers and Exponents

Module 11: Root Operation

Module 12: Factors and Multiples

Module 13: Everyday Patterns and Formulas

Functional Accounting

Module 01: Introduction to Accounting

Module 02: Bookkeeping and Basic Transactions

Module 03: Accounting Framework and Standards

Module 04: Financial Statements

Module 05: The Accounting Cycle

Module 06: Revenue and Expense Recognition

Module 07: Accounts Management

Module 08: Inventory and Cost Management

Module 09: Taxes, Leases, and Special Accounting

Module 10: Limited Companies & Share

Module 11: Advanced Accounting Topics

Functional English

Module 01: Introduction to Functional English

Module 02: Speaking - Basic Skills

Module 03: Speaking - Advanced Skills

Module 04: Listening and Communication

Module 05: Reading - Basic Skills

Module 06: Reading - Advanced Skills

Module 07: Writing - Basic Skills

Module 08: Writing - Advanced Skills

Module 09: Spelling, Punctuation and Grammar

Module 10: Revision and Assessment

ChatGPT Masterclass

Module 01: Getting Started with ChatGPT

Module 02: Understanding ChatGPT

Module 03: Crafting Effective ChatGPT Prompts: A Guide

Module 04: Writing with ChatGPT

Module 05: ChatGPT for Students

Module 06: ChatGPT for MS Excel

Module 07: ChatGPT for Professional Excellence

Module 08: Useful ChatGPT Prompts

Module 09: Social Media Marketing with ChatGPT

Module 10: ChatGPT Plus and New Bing

Module 11: ChatGPT in Personal Life

Module 12: The Future with ChatGPT

Prompt Engineering

Module 01: Understanding How Prompts Work

Module 02: Getting Started with Prompt Engineering

Module 03: Basic Prompting Methods

Module 04: Advanced Prompting

Module 05: Dall E and Image Prompting

Module 06: Writing Prompts for Dall-E

Module 07: Dall.E Outpainting

Module 08: Stable Diffusion Prompt Writing Guide

Module 09: Midjourney Image Prompts and Styles

Module 11: ChatGPT Effective Prompting Tips

Module 12: OpenAI API Prompt Engineering

Module 13: Prompt Engineering Best Practices

Bonus: Useful Prompts and Keywords

AI for Business Leaders

Module 01: Introduction to Artificial Intelligence for Business

Module 02: The Strategic Impact of AI on Business Models

Module 03: Introduction to Generative AI

Module 04: Business Implications of Generative AI

Module 05: Getting Started with Generative AI

Module 06: Challenges and Limitations of Generative AI

Module 07: Future Outlook: AI in Business Strategy

Module 08: Leveraging AI for Data Visualization

Module 09: Essential Skills and Knowledge for Leaders in AI Driven Business

Module 10: Building a Sustainable AI Strategy

Writing Effective Emails at Work

- Module 01: Introduction to Professional Email Communication
- Module 02: Fundamentals of Effective Email Writing
- Module 03: Organising and Managing Your Emails
- Module 04: Email Etiquettes and Developing Your Style
- Module 05: Writing Error-free Emails
- Module 06: Structuring Your Emails for Effectiveness
- Module 07: Writing Different Types of Professional Emails
- Module 08: Adapting Emails to Cultural Contexts and Audience
- Module 09: Advanced Email Techniques
- Module 10: Best Practices and Future Trends in Email Writing

GDPR

- Module 01: Introduction to GDPR
- Module 02: Principles of GDPR
- Module 03: Lawful Basis for Processing
- Module 04: Rights of Data Subject
- Module 05: Data Controller and Data Processor
- Module 06: Data Protection
- Module 07: Security of Data
- Module 08: Data Breaches
- Module 09: Workplace and GDPR
- Module 10: Transferring Data Outside of EEA
- Module 11: Exemptions

IT Asset Management

Module 01: Introduction to ITAM

Module 02: ITAM Policies and IT Management Responsibilities

Module 03: Setting up an ITAM Program

Module 04: IT Asset Inventory and Discovery

Module 05: IT Asset Tracking and Monitoring

Module 06: IT Asset Procurement and Deployment

Module 07: IT Asset Maintenance and Support

Module 08: IT Asset Security and Compliance

Module 09: IT Asset Management Planning and Strategy

Module 10: IT Asset Management Tools and Systems

Module 11: IT Asset Governance Models

Module 12: ITAM Maturity Model, TCO and ROI

Module 13: Basics of CMDB, RMA and SaaS

Module 14: Emerging Trends and Technologies in IT Asset Management