



Further Information, please contact:
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MS-OFFICE (Basics/Intermediate/Advance)

Ms-Office Basics

Duration: 4 Weeks

Course Fee: Tzs. 200,000/-

- Introduction to Computers & Windows
- Ms-Word Basics
Knowhow of Ms-Word Screen Features, Starting Ms-Word, Manipulating Text, Text Formatting, Paragraph Formatting, Borders & Shading, Finding & Replacing Text, Tables Basics, Graphics in Ms-Word, Working with Multiple Documents, Customization, Proofing & Printing Basics
- Ms-Excel Basics
Knowhow of Ms-Excel Screen Features, Selection Techniques, Manipulating Rows & Columns, Manipulating Cells Contents, Working with worksheets, Font/Alignment/Number Formatting, Freezing Rows & Columns, Formulas/Functions/Charts Basics
- Ms-PowerPoint Basics
Knowhow of Ms-PowerPoint Screen Features, Creating basic presentation, Manipulating Slides, Working with Themes, Working with Text Boxes, Manipulating Text, Font/Paragraph Formatting, Working with Tables, Working with Graphics, Printing Options, Customization
- Internet & Email: Surfing the internet, searching information, browsing websites, email - creation, sending and receiving, attachment files & picture

Ms-Office Intermediate

Duration : 4 Weeks

Course Fee : Tzs. 200,000/-

- Ms-Word Intermediate
Compatibility Mode, Handling pictures, Sections, Headers & Footers, Watermarks, Tables, Styles, Text Wrapping, Columns, Auto - Correct, Find & Replace, Captions, Mail Merge, Clip Board, Tabs, Page Formatting
- Ms-Excel Intermediate
Functions & Formulas, Time & Date Functions, Mathematical Functions, Logical Functions, Statistical Functions, Text Functions, Cell Formatting, Manipulating Worksheets, Templates, Paste Special Functions, Charts, Customizing Excel, and Setup & Printing Options
- Ms-Access
Database concepts, Security issues with databases, Table Fields and Field types, Field Properties, Primary key and indexing, Filtering, Sorting, Searching, Relationships, Forms, Queries, Reports, Printing Options

Ms-Office Advance

Duration: 4 Weeks

Course Fee: Tzs. 250,000/-

- Ms-Word Advance
Tables, Footnotes and Endnotes, Bookmarks & Cross References, Master Documents, Tracking & Comments, Comparing & Combining documents, Linking & Embedding, Hyperlinks, Macros, Fields, Forms, Templates, Mail Merge, Passwords & Editing restrictions
- Ms-Excel Advance
Templates, Paste Special Option, Pivots Tables & Charts, Input tables, Hyperlinks, Linking & Embedding, Importing Text Files, Sorting & Filtering data, Tracking & reviewing changes, Scenarios, Validating, Auditing, Macros, Passwords & Security Issues, Financial/Lookup/Database Functions
- Ms-Power Point Advance
- Sections, Slide Masters, Themes, Formatting Pictures & Images, Manipulating Graphics, Formatting Auto shapes, Diagrams, Charts, Video & Audio, Animation, Linking & Embedding, Hyperlinks, Merging/Comparing/Exporting, Slide Shows, Sharing Presentations, Presentation Design & Compatibility Issues