



# "Digital Dexterity for the Modern Workplace"

## Training Overview

This one-day training is designed to equip participants with essential Microsoft Office skills that directly boost productivity and efficiency in daily work tasks. The program offers hands-on learning with real-life examples and time-saving tips using **Microsoft Outlook, Excel, and Word**.

## Key Learning Objectives:

- Managing emails efficiently (folders, rules, flags)
- Calendar organization and meeting scheduling
- Task management and productivity features
- Essential formulas and functions
- Basic data analysis using filters and PivotTables
- Charts, conditional formatting, and keyboard shortcuts
- Professional document formatting

## Who Should Attend?

- Admin Staff, Coordinators, Assistants
- Frontline Officers & Operations Teams
- Entry to Mid-Level Professionals
- Anyone looking to improve digital productivity

## Trainer:

**An experienced Microsoft Office trainer** with a practical, hands-on approach. The trainer combines real-world business scenarios with interactive exercises to ensure participants walk away with skills they can immediately apply at work.

## Participation Benefits:

- Certificate of Participation
- Training Material (Digital/Printed)
- Practical Demos and Exercises
- Post-Training Support (optional)

## Training Content:

### Microsoft Outlook

- Smart inbox management (rules, folders, flags, and categories)
- Creating and managing calendar appointments and meetings
- Setting reminders and task tracking
- Tips for efficient email communication
- Using “Quick Steps” and Outlook Search effectively

### Microsoft Excel

· Basic and intermediate formulas (SUM, AVERAGE, IF, COUNTIF, VLOOKUP/XLOOKUP)

- Using filters, sorting, and conditional formatting
- Creating charts for reports and presentations
- Intro to PivotTables for data summarization
- Keyboard shortcuts to improve speed

### Microsoft Word

- Document formatting (fonts, spacing, alignment, bullets & numbering)
- Creating and modifying tables
- Inserting headers, footers, page numbers, and cover pages
- Styles, sections, and table of contents
- Using Track Changes and Comments for collaboration



## Registration Form

Name: \_\_\_\_\_

Designation: \_\_\_\_\_

Organization: \_\_\_\_\_

Country: \_\_\_\_\_

Email: \_\_\_\_\_

WhatsApp: \_\_\_\_\_

Personal Email: \_\_\_\_\_

## Training Fee:

Training fee include registration, study material, recording and E-Certificate of Participation.

Topic	Fee for Pakistani	Fee for International
<b>One-Day Practical Training on Outlook, Excel &amp; Word (Smart Office Skills)</b> May 21, 2025	7,000 PKR	75\$