



Gujarat Industries Power Co. Ltd

Advance of MS Office

Overview & Objective:

In day to day life, in any organization the communication is very important and timely communication is very necessary. There are number of features in different office software which may not be applicable in daily work but the different hidden/rare use command can improve your working style and the same can be achieve in less time. Understanding and application of different tools helps to generate different MIS report in shorter time from data available. At the end of this program the candidate shall have knowledge:

- To understand and importance of Microsoft Office.
- Basic commands enable participant to refresh and understand it.
- Advance features of Microsoft Office can be utilised in developing new MIS report.
- Make difficult thing to simple one.
- Analysis of data for better understanding and analyzing the problems.
- Better understanding of Power point, Excel Word etc.

Course Content:

- Basic Windows operating system and advance features.
- Advance features of MS Word.
- Advance features of MS Excel.
- Application of Excel – case study.
- Inter link of different MS Office software.

Training Methodology:

- Classroom training
- Interaction
- Case Studies

Recommended For : Non Executives, Personal Secretary, GET, Junior levels executive and from any functional areas other department.

Duration of Course : 1 Day

Date : Please refer Training Calendar

Type : Non-Residential

Course Fees : Rs. 3000+ Applicable Taxes

Venue : GIPCL Projects & Consultancy Company Limited
2nd Floor, Corporate Office Building,
GIPCL, P.O. Petrochemical - 391 346,
Dist. Vadodara, Gujarat

For Nominations:

[Registration Form](#)

OR

Contact:

Mr. D M Chandarana (Dy. General Manager)
GIPCL Projects & Consultancy Company Limited
(Subsidiary of Gujarat Industries Power Company Ltd)
2nd Floor, Corporate Office Building,
GIPCL, P.O. Petrochemical - 391 346, Dist. Vadodara, Gujarat
Telephone:+91-265-2232768, e-mail: training@gipcl.com