

Microsoft Packages (Word, Excel, PowerPoint, Publisher)

Course Overview:

If you're looking to enhance your computer skills and become proficient in Microsoft Packages, then the certificate level course is just what you need! This course is designed to provide you with a comprehensive understanding of Word, Excel, PowerPoint, and Publisher. Through this course, you'll learn how to create professional-looking documents using Microsoft Word. You'll master the art of formatting text, creating tables and charts, inserting images and graphics, and much more. With Excel, you'll learn how to manage data effectively by creating spreadsheets that can help you organize information and perform complex calculations. In PowerPoint, you'll learn how to create engaging presentations that can captivate your audience. You'll discover how to use various multimedia elements such as images, videos, animations, and audio files to make your presentations more interactive. Finally, with Publisher, you'll learn how to design visually appealing marketing materials such as brochures and flyers. This certificate level course is perfect for beginners who want to gain a solid foundation in Microsoft Packages or for professionals who want to upgrade their skills.

Expected Learning Outcome:

Upon finishing this course successfully, learners will be able to:

- Acquire the confidence and proficiency needed to work with these essential software tools effectively.

So why wait? Enroll now in this exciting course and take your computer skills to the next level.

REQUIREMENTS FOR ADMISSION:

- Applicants must be at least 16 years old.
- No specific educational qualifications are necessary.
- Demonstrate a strong desire to acquire new skills.

Please note that certain programs may have individualized admission criteria, which could include some level of literacy. We highly recommend that all prospective applicants seeking information about admissions reach out to the college registry or contact us via phone call/WhatsApp using any of the telephone numbers: +23277437256/+23279320140 or email: info@stjc.edu.sl