

WHY STUDENT CHOOSE US!

FACULTY WITH
INDUSTRY
EXPERIENCE

EXTENSIVE STUDY
MATERIALS

FREE WI-FI
INTERNET FACILITY
FOR STUDENTS

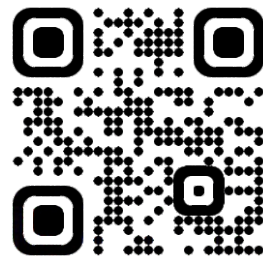
DIGITAL PROJECTORS
FOR LIVE PRESENTATION
& TRAINING

HIGHLY CONFIGURED
MACHINE-ROOM FOR
PRACTICAL

100 % PLACEMENT
ASSISTANCE

RECORDED
SESSION

INTERNATIONAL
CERTIFICATION



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SKY VISION COLLEGE
OF DIGITAL TECHNOLOGY AND MANAGEMENT

Microsoft



Office



**100%
PRACTICAL**



- Get trained from Sky Vision College certified Trainers having rich experience in Digital Technology & Management Programs.
- Experience state-of-the-art IT infrastructure at Sky Vision College campus Today!

**2 DURATION
Months**

IIHT
www.iiht.com

Certificate in Microsoft office 2021

Microsoft Word

- The Microsoft Office Button
- The Quick Access Toolbar
- The Title Bar
- The Ribbon
- The Ruler
- The Text Area
- The Vertical and Horizontal Scroll Bars
- The Status Bar
- Understanding Document Views
- Click
- Understanding Nonprinting Characters
- Create Sample Data and Select Text
- Place the Cursor
- Execute Commands with Keyboard Shortcuts
- Start a New Paragraph
- Exit Word

Microsoft Excel

- Creating Formulas
- Complex Formulas
- Formatting Numbers
- Using Functions
- Inserting and Deleting Rows and Columns
- Adjusting Column Width and Row Height
- Inserting and Deleting Cells
- Moving and Copying Cell Contents
- Aligning Text
- Fonts, Color, and Borders
- Creating a Chart
- Moving, Resizing, and Deleting Charts
- Editing Charts
- Using the Page Setup Dialog Box
- Print Preview
- Print

Microsoft PowerPoint

- Exploring Windows
- Backstage View
- Creating Presentation
- New Slides
- Adding Text in Boxe
- Adding New Text Boxes
- Deleting Existing Slide
- Rearranging Slides
- Normal View
- Slide Sorter View
- Adding Slide Notes
- Managing Sections
- Creating Sections
- Rearranging Sections
- Deleting Sections
- Working with Outlines
- Sidebars
- Presentation Views
- Normal View
- Slide Sorter View
- Reading View Slides how
- Setting Backgrounds
- Slide Orientations
- Finding Content
- Replacing Content
- Undo Edited Changes
- Spell Check
- Content Translation
- Setting Language Type
- Duplicating Content
- Procedure
- Copy-Paste Procedure
- Special Characters
- Slides Zoom In-Out
- Saving Presentation
- Reviewing Presentation
- Adding Slide Numbers
- Adding Header & Footer
- Running Slide show
- Keyboard Shortcuts
- Getting Context Help
- Editing Presentation
- Copy & Paste Content
- Find & Replace Content

Microsoft Outlook

- The Basics, Time Slots,
- Appointment Slots
- Using the Date Navigator,
- Viewing the Calendar
- Creating a New Appointment,
- Recurring Appointments
- Meeting Requests,
- Creating a basic meeting request
- Creating New Contacts,
- Drag and Drop
- Creating New Tasks,
- Creating Folders
- Adding a rule in Outlook,
- Sharing Mail and Calendars
- Setting up permission for a user to access Outlook on your behalf
- Setting up permission for specific folders or features in Outlook
- Viewing folders and tasks which have had permissions granted on them
- Viewing a folder or calendar on an 'as needs basis'
- Removing someone's folder from your mailbox
- What is 'Junk Mail'?,
- Blocked Senders List
- More about Safe Senders
- Creating a basic meeting request
- Creating New Contacts,
- Drag and Drop
- Creating New Tasks,
- Creating Folders
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