أكاديمية دبي لريادة الأعمال
Dubai Entrepreneurship Academy

مؤسسة محمد بن راشد لتنمية
المشاريع الصغيرة والمتوسطة
DUBAI SME
إحدى مؤسسات دائـــرة الـتـنـمـيـة الإقـتـصـاديـة – حكـومة دبي
An Agency of the Department of Economic Development – Government of Dubai

BRIEF
& BENEFITS
of THE PROGRAM:

- Perform significant additional work outside of the formal processes of a Line of Business
- Collaborate with other people, obtain information from multiple sources in the form of documents and spread sheets
- Switch between online and offline modes for meetings and business trips.
- Impress your prospects by inviting them to a collaborative online meeting where you can review your latest proposal through Office 365.
- Learn how to use state-of-the-art but easy-to-use collaboration, mail, and messaging services, which can make you set yourself apart from organizations that use free or ad-supported services.
- Make Financial Projections and learn all the powerful features of Excel including in-cell charts, spark lines, pivot tables, data manipulation, charting functions and much more.
- Create your presentations with flare and wow your audience or potential investors in business meetings.
- Produce sophisticated, professional documents in a highly efficient manner.
- Manage the data - statistics, planning, reporting.
- Present information in a concise and exciting format

TARGET AUDIENCE:

- Entrepreneurs
- Start-ups
- Managers
- Executives
- Corporates

MS Word

One of the most eminent and widely used tool boxes in MS Office, Microsoft Word. Although you may think that as a word processor, it is used for writing and formatting text, but it's not restricted to just that. Latest tools help you add pictures, charts, graphs and videos to the Word document. While it has traditionally been used to print paper documents, it can also create web pages, email, blogs, and different types of content meant for online use. Certain functionalities also allow you to share documents with other users and work simultaneously on one document. As part of the Microsoft Office suite, MS Word helps you to quickly create, author, edit, format and publish documents efficiently for enterprise and personal use.

Highlights:

- Document creation, editing and saving
- Formatting text and paragraphs
- Working with tables, columns and other formatting features
- Graphics, WordArt, charts and text flow
- Document templates
- Advanced features including mail merge, macros, document versioning and proofing tools
- Ability to edit PDFs directly within Word
- Learn new connectivity, co-authoring, collaborative and cloud features
- Bring online resources inside the document

MS Excel

Microsoft Excel Training is a power packed full-featured spreadsheet program that possesses the ability to rapidly develop professional-looking dynamic workbooks to efficiently summarize and represent data. The MS Excel Course offers core-level users a primary understanding of Excel environment and makes them capable of completing tasks independently. They gain useful knowledge and demonstrate correct application of features of Excel.
After the course, candidates will be able to easily create and edit workbooks having multiple sheets for different purposes and situations. Preparing budgets, sales invoices, team performance charts and exercise logs are some of its uses.

Highlights:

- Performing basic to advanced calculations using formulas
- Formatting and printing worksheets
- Creating powerful charts and graphs
- Pivot tables and pivot charts
- Excel data table features
- Quick Analysis tool to analyse data instantly

MS PowerPoint

Being part of MS Office suite, Microsoft PowerPoint is a feature-packed presentation program that allows business users to quickly create dynamic presentations and deliver them with greater impact to an audience. This training program provides a comprehensive look at the features and functionalities of PowerPoint that are frequently used most frequently by the users. This PowerPoint training is intended not only for corporate users, but also for students and instructors who need to use visual aids to convey information. PowerPoint presentations can be used to create impressive marketing material, product plans, reports and complex slideshows. You also learn to jump within slides, move back and forward, mark up and drill down, etc

Highlights:

• Creating Professional business presentations with PowerPoint.
• Formatting and organizing PowerPoint slides.
• Working with graphics, tables and charts.
• Adding multimedia and SmartArt to presentations.
• Integrating with Microsoft Office files.