

Do's and don'ts

- Meeting planning.
- Time keeping.
- Dress code and grooming.
- Corporate etiquette.
- Hierarchy and attitude.
- Gossip and Break room manners.
- Common niceties

MS Excel

- VLOOKUP
- HLOOKUP
- Pivot table
- Pivot charts
- Nesting IF functions
- Conditional IF formula
- Array formulas
- Conditional formatting



Achieve Business Systems
Get Real Results

MS Power Point

- Inserting attachments
- Animations and Transitions
- video Embedded
- Customized backgrounds

MS Outlook

- Calendar- Scheduling meetings, Cancel, Reschedule, Accept and decline.
- Signature- Setup and usage.
- Rules setup
- Out of office message.