



# MICROSOFT TOOLS

## MS POWERPOINT.

## MS EXCEL.

## MS PROJECT PROFESSIONAL.

### Microsoft Training Program

This program provides advanced knowledge of Microsoft Tools like MS PowerPoint and MS Excel. Both these tools are required, almost on a daily basis, by managers at the workplace.

This program also introduces Microsoft Project Professional (MPP) training from basics to advanced, helping IT Project Managers and Solution Architects to build robust plans for delivery.



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## YOUR COURSE OF STUDY

### Microsoft PowerPoint

- AI for Text
- AI for Images
- AI for PowerPoint Slides
- Creating visually appealing storyboards
- Animation
- Templates for IT Managers

### Microsoft Excel

- Pivot Tables
- H-Lookup
- V-Lookup
- Graphs for reporting
- Google Sheets
- What-If
- Sensitivity Analysis
- Data Modeling
- Max-Min
- Top N
- Goal Seek
- TOPSIS
- Multi-Criteria Decision Analysis
- Analytic Hierarchy Process
- Project Budgeting Analysis

### Microsoft Project Professional

- Creating Project Plan
- Dependencies
- Float
- Earned Value Analysis
- Resource Assignment
- Resource Loading
- Resource Leveling
- Baseline
- GANTT
- Critical Path

## PARTICIPANT PROFILE

You should have basic knowledge of Microsoft Excel and PowerPoint. For Microsoft Project Professional, you should experience in delivering at least 1 end-to-end implementation project. Advanced Level training on these tools are required by Managers in practically all business roles viz. sales, marketing, research, delivery, technical, functional, architect et al.