

**Dates**  
Feb 18-22, July 14-19  
(Abuja)

**Course Ref**  
EE/IT/05

**Duration**  
1 Week

**Fee**  
NGN 89, 500

# COMPUTER SKILLS FOR EXECUTIVES

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To provide you with both excellent IT and business skills as a senior executive.

## LEARNING OBJECTIVES

- Improve on your typing skills
- Communicate effectively using technology alternatives
- Create business documents and presentations using Microsoft word and Power point
- Analyze financial and related data using Microsoft Excel

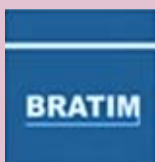
## COURSE CONTENT

- Keyboard Skills Learn how to touch type accurately, using the correct keyboard technique
- Keyboard Speed Development Develop your typing speed to improve productivity using graded copying exercises and time dictations. A number of stages are available of up to 70 wpm
- Effective Business Communication Learn to communicate effectively in business via letter, email, telephone and personal presentations
- Microsoft Word Introductory and intermediate word processing skills to a good employable standard

- Microsoft Word Expert Learn advanced word processing skills including mail merge, graphs, macros, creating an index and table of contents to mention just a few
- Microsoft Outlook Learn how to share, manage and schedule information electronically
- Microsoft Excel - Introductory and intermediate spreadsheet skills to a good employable standard
- Microsoft Excel Expert Learn advanced spreadsheet skills, covering areas such as importing and exporting data, creating and using templates, linking workbooks, data management, using analysis tools and pivot tables
- Microsoft PowerPoint Gain competency in creating slide presentations. Areas covered include formatting, inserting tables, pictures, sound, hyperlinks, applying transition and timing effects for a slide show

## Sample Schedule

- 🕒 **Morning Session I**  
The first session of the day lasts two and half hours
- 🕒 **Tea Break**  
A 30-minute tea break for relaxation, tea and light snacks
- 🕒 **Morning Session II**  
The second session stretches into noon and only last one and half hours
- 🕒 **Lunch Break**
- 🕒 **Afternoon Session**  
The third and final session lasts two hours
- 🕒 **Group Activity**  
Participants interact in different group tasks



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