



Computer Course (Intermediate) – (CC(I))

For Whom

The course would be appropriate for individuals who want to upgrade their skills on Microsoft Office Excel, Microsoft office Word & Microsoft Office PowerPoint.

Entry Requirement

Able to comprehend English
Basic knowledge on Microsoft Office

Course Overview

This course will guide you to master Microsoft Office Excel, Microsoft Office Word & Microsoft Office PowerPoint from beginner to intermediate level.

Course Duration

24 hours including 1.5 hours of assessment.

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Course Content

- Microsoft Office Excel
 - Working with Rows and Columns
 - Working with Worksheets
 - Changing the Page Layout
 - Managing Large Workbooks
 - Organizing Worksheet Data with Tables
 - Creating Charts
 - Inserting Graphics
 - Enhancing Workbooks
 - Proofing and Printing
- Microsoft Office Word
 - Working with Tables
 - Working with Charts
 - Drawing Objects
 - Creating a Table of Contents
 - Working with Headers and Footers
 - Simplifying and Managing Long Documents
 - Changing the Page Layout
 - Using the Mail Merge to Create Letters, Envelopes, and Labels
- Microsoft Office PowerPoint
- Building Custom Presentations
- Using Multimedia in Presentations
- Microsoft Office Integration with PowerPoint
- Working with Organization Charts and Tables
- Advanced Presentation Techniques
- Customizing the PowerPoint Environment

Medium of Instruction

English

Teaching Methodology

- Face to Face class room teaching
- On line webinar class

Key Person In-charge

Mr. Monish V (General Manager – Corporate Support Division)

Class Size

Maximum 20

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Assessment Advice:

Pass Criteria is 60%. Only practical assessment.

Funding & Claims:

UTAP Available

Course Fee Inclusive of GST

S\$ 381.50

Certification

- Based on the successful completion of the course and assessment, a certificate of achievement endorsed by Eversafe Academy Pte. Ltd. will be awarded to the trainee.
- E-cert available

Course Venue

- 2 Kampong Kapor Rd, Little India, Singapore 208674
- 3 Soon Lee Street, #04-14/16&17, Pioneer Junction, Singapore-627606
- 2, Joo Koon Road, Singapore-628966

Renewal Points for professionals

SDU Points: NA

Registration Venue

No. 2, Kampong Kapor Road, Little India, Near Jalan Besar, MRT Station Exit B, Singapore - 208674

No. 3, Soon Lee Street, #04-14/16 & 17, Pioneer Junction, Singapore - 627606.

No. 2, Joo Koon Road, Singapore - 628966.

No. 2, Wan Lee Road, Singapore - 627934.



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