



# BASIC TO ADVANCE COMPUTER SKILLS

## Course Outline:

- MS Windows
  - Win 7 & 8.1
  - Win 10
- MS Word
- MS Excel
- MS Power Point
- Prezi

## Learning Outcomes:

- Organize tables in MS Word to present data.
- Organizing complex data on MS Excel. Need and Use of Excel Templates. Power Point Presentations.
- Storytelling on Prezi.

**Short Course**

**Instructor:**

**Engr. Farhan Ahmed Karim**

Computer Systems Engineer

Lecturer at Usman Institute of Technology

5+ Years Experience

**Orientation**

December 08, 2017

UIT Auditorium

3pm

**Registration & Details**

Classes starting from December 9, 2017

Course Duration: 2 Months

Class Timings: 11:00 am to 2:00 pm

For Registration: Contact Imran @ 03332409666

**Fee: 4000/- PKR**

**Classes on Saturdays & Sundays**

**Special Discount for UITians**

