

# INFORMATION TECHNOLOGY SCHOOL

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## *BASIC ICT*

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### **BACKGROUND**

The use of IT has become pervasive in today's organizations with the automation of most business/administrative processes and functions, more so with the introduction of wireless communication infrastructure. The course is designed to improve IT skills of participant in order to effectively discharge their daily activities.

### **COURSE CONTENTS:**

This program is designed to introduce staff of NDIC to the basic use of Microsoft Office productivity tool. The program comprises of 5 modules:

1. Module 1: Basic Microsoft Word
2. Module 2: Basic Microsoft Excel
3. Module 3: Basic Microsoft PowerPoint
4. Module 4: SharePoint
5. Module 5: Human Manager

### **COURSE OBJECTIVES**

The course is designed to equip participants with the knowledge and skills needed to exploit these technologies in a manner that ensures the attainment of organizational goals. This short course will allow you to become productive by acquiring a basic understanding of Microsoft Word, Microsoft Excel, Microsoft PowerPoint, Share Point (Portal) and Human Manager and also, learn how to share data between these applications.

Upon completion, participants will be able to:

1. Minimize, maximize, move and resize windows;
2. Start Microsoft Office applications and work with the Microsoft Office interface;
3. Create documents in Microsoft Word;
4. Create workbooks in Microsoft Excel;
5. Create presentations in Microsoft PowerPoint; and
6. Share data between Microsoft Office applications.

**TARGET AUDIENCE:** Executive and Senior staff of the Corporation

**DURATION:** 3 days

**DATE** **TBA**

**VENUE:** NDIC Academy, 32 Anthony Enahoro Street, Utako District, Abuja.