

INFORMATION TECHNOLOGY SCHOOL

INTERMEDIATE ICT

BACKGROUND

The course is designed as build up to the Basic ICT to further enhance participants IT Skills with practical content and hands-on.. It is expected that delegates attending this course would have some basic skills in Microsoft Office tools and Basic ICT.

COURSE CONTENTS

This program is designed to further enhance the skill set of NDIC staff on the use of Microsoft Office productivity tool. The program comprises of 5 modules:

1. Module 1: Intermediate Microsoft Word
2. Module 2: Intermediate Microsoft Excel
3. Module 3: Intermediate Microsoft PowerPoint
4. Module 4: Microsoft Outlook
5. Module 5: Knowledge Management (e-Learning and Knowledge Hub)

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 understanding Microsoft Word, Microsoft Excel, Microsoft PowerPoint, Microsoft Outlook and Knowledge Management (E-Learning) 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.