

Microsoft Office WORKPLACE SKILLS

From Basics to Beyond

22 October KL / 23 October JB



PowerPoint



Word



Excel

 Microsoft Certified Trainer

RM800/pax

 SBL Khas Claimable

RM700/pax

(Non HRDF Claimable)

RM500/pax

(Below 25 years of age)



**"Computers Provided
for the course"**

Just Show Up & Learn!

BOOST PRODUCTIVITY. WORK SMARTER.

Target Audience:

- Administrative Staff
- Supervisors / Team Leader
- Support Staff
- Officers / Clerks
- Executives
- Students and fresh graduate

Training Objectives

- To strengthen participants' proficiency in using Microsoft Word, Excel, and PowerPoint for daily office tasks.
- To bridge the gap between basic and intermediate-level Microsoft Office skills.
- To equip participants with practical techniques for creating documents, analyzing data, and preparing professional presentations.
- To introduce key advanced features that can boost productivity and inspire further skill development.

Learning Outcomes

By the end of this training, participants will be able to:

- Apply intermediate formatting tools in Microsoft Word, including styles, themes, sectioning, and table of contents.
- Use essential Excel functions such as IF, VLOOKUP, and COUNTIF, along with data validation and charting tools.
- Design clean, consistent PowerPoint presentations using Slide Master, visuals, and basic animations.
- Demonstrate increased confidence and efficiency in using Microsoft Office tools for work-related tasks.
- Identify and explore advanced features such as Mail Merge, Pivot Tables, and custom animations for future learning.

Tentative Training Program

Course Title: Microsoft Office Workplace Skills – From Basics to Beyond

Duration: 1 Day (9:00 AM – 5:00 PM)

9:00 AM – 9:30 AM

Arrival & Breakfast Networking

- Light breakfast and networking
- Distribution of training materials
- Informal introductions with trainer and participants

9:30 AM – 10:00 AM

Course Kick-Off & Orientation

- Trainer introduction
- Objectives and agenda walkthrough
- Quick knowledge check / self-assessment
- Setting expectations

10:00 AM – 11:00 AM

Module 1: Microsoft Word – From Basics to Intermediate

- Refresher: formatting, tables, bullet lists
- Intermediate skills:
 - Styles & Themes
 - Headers/Footers & Page Numbers
 - Section Breaks
 - Table of Contents & References
- Quick hands-on activity

11:00 AM – 12:30 PM

Module 2: Microsoft Excel – From Basics to Intermediate

- Refresher: basic formulas, sorting/filtering
- Intermediate:
 - IF, VLOOKUP, COUNTIF
 - Conditional formatting & data validation
 - Charts & tables
- Mini activity: analyze sample dataset

12:30 PM – 1:30 PM

Lunch Break

1:30 PM – 2:45 PM

Module 3: Microsoft PowerPoint – From Basics to Intermediate

- Refresher: slide layout, themes, transitions
- Intermediate:
 - Slide Master & custom layouts
 - Inserting visuals: charts, videos, SmartArt
 - Animation basics & presentation flow
- Activity: Build a short presentation deck

2:45 PM – 3:00 PM

Afternoon Tea Break

3:00 PM – 4:15 PM

Teaser Session: Advanced Tools Preview

- Word: Track Changes, Mail Merge
- Excel: Pivot Table intro, dashboard basics
- PowerPoint: Custom animation & advanced templates
- Group reflection: Tools you wish you knew earlier

4:15 PM – 5:00 PM

Wrap-Up & Engagement for Next Steps

- Recap and key takeaways
- Q&A session
- Feedback/survey forms
- Promote follow-up Advanced course
- Optional: Certificate presentation & photo session

Details of training

Register Fee (Include 8% SST)

* Please be inform that all participant that claim HRDF fund, need to pay 30% upfront payment HRDF, no refundable if cancel

RM800 /pax

(HRDF)

RM700 /pax

(Not HRDF claimable)

RM500 /pax

(Below 25 age)

Registration procedure:

The company must submit Form A and slip / payment slip to
SUDU EMAS ACADEMY (MALAYSIA) SDN. BHD. by:

- Email : **training@halalsmart.com.my**
training.suduemas2@gmail.com

Payment method:

- Cheque must be made to **SUDU EMAS ACADEMY (MALAYSIA) SDN. BHD.**
- Bank transfer : **PUBLIC BANK 381 6004 131**

Registration must be made 5 days before training

Telegram / Call:

014 - 310 0479 / 016 - 668 8087

Terms & Conditions:

- Limited spots available
- Participants must wear suitable outfit throughout the seminar
- PPT handouts will be given to all participants during the seminar
- Meals will be provided to the participants:
(Lunch + Tea Time)

★ HRD Corp Claimable Courses : Skim Bantuan Latihan Khas



More Information:

Online search: HRD Corp Claimable Courses : Skim Bantuan Latihan Khas

https://www.hrdf.com.my/wp-content/uploads/2016/12/SBL-Khas_HRDF_Grant_Helper.pdf

Form A

Attendance Confirmation Form

Please be informed that we (*Company Name)

Company Address:

Phone No: Email (PIC) :

Hereby agree to attend **Microsoft Office Workplace Skills – From Basics to Beyond**

Participant Information

First Participant

Name : Gender: F/M

IC No : Tel No :

Position : E-mail :

Second Participant

Name : Gender: F/M

IC No : Tel No :

Position : E-mail :

Third Participant

Name : Gender: F/M

IC No : Tel No :

Position : E-mail :

Verified by:

Company Stamp:

Name :



TRAINING PROVIDER REGISTRATION CERTIFICATE

AKTA PEMBANGUNAN SUMBER MANUSIA BERHAD, 2001

SUDU EMAS ACADEMY (MALAYSIA) SDN. BHD.

is hereby registered as a training provider under
PEMBANGUNAN SUMBER MANUSIA BERHAD

APPROVAL DATE	EXPIRY DATE
09/11/2024	08/11/2025

This approval is subject to the current terms and conditions of
Pembangunan Sumber Manusia Berhad

23/09/2024

Release Date

PEMBANGUNAN SUMBER MANUSIA BERHAD



DELIVERING QUALITY, DEVELOPING EXCELLENCE