



Telecommunication
Development Bureau (BDT)
Regional Office for Africa

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Addis Ababa, 04 April 2019

Administrations of ITU Member States,
Regulators, ITU-D Sector Members and
Academia in Africa

Subject: ITU Centres of Excellence training course on ICT Applications Products and Services Using Microsoft Office, 17-21 June 2019, Lagos and Kano, Nigeria

Dear Sir/Madam,

I am pleased to invite your organization to participate in the training course on **“ICT Applications, Products and Services Using Microsoft Office”** to be held from 17 to 21 June 2019, in Lagos and Kano, Nigeria. This training is organized jointly by the International Telecommunication Union and the Digital Bridge under the auspices of the ITU Centres of Excellence for Africa. The training will be delivered in English and will be a combination of both face-to-face and online learning (blended training).

This course will assist participants gain knowledge and understanding in the applications and use of Microsoft Office as well as their functionalities. These software applications offer a lot of tools for simplifying and automating tasks, managing operations, creating worksheet and dashboard for managing repetitive tasks and delivery of excellent presentations.

This training is targeted at staff of organisations in the public and private sectors that use, or intend to use, Microsoft Office tools to improve on the job performance and workplace productivity. The training is also designed to meet the needs of participants from academic institutions (instructors and students).

Detailed information on this training is described in the training outline that can be downloaded from the ITU Academy portal at the following link <http://academy.itu.int/>.

Registration for the training should be made online at the aforementioned link no later than 10 June 2019. Payment details are specified in the training outline.

Ms Elena Stankovska-Castilla, email: elena.stankovska-castilla@itu.int is at your full disposal should you require any information.

We look forward to your active participation and invaluable contribution.

Yours faithfully,

[Original signed]

Andrew Rugege
Regional Director for Africa and
Liaison to ECA and AU