



ITU Centres of Excellence Network for Africa

Digital Bridge Institute

Face-to-Face (Blended) Training Course on

ICT APPLICATIONS, PRODUCTS AND SERVICES USING MICROSOFT OFFICE

**Lagos and Kano, Nigeria
17-21 June 2019**

TRAINING OUTLINE

COURSE DESCRIPTION

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|-----------------------|--|
| Title | ICT Applications, Products and Services Using Microsoft Office |
| Objectives | This course is designed to help participants gain knowledge and a thorough 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. |
| Dates | 17-21 June 2019 |
| Duration | Five (5) days |
| Registration deadline | 10 June 2019 |
| Training fees | USD100 |
| Course code | 19BD24301AFR-E |

LEARNING OUTCOMES

Understand the use and applications of the basic, intermediate and advance features of the component software of Microsoft office Productivity Suite.

- Create, edit and format documents using Microsoft Word 2016.
- Use Microsoft Word tools to automate process such as Mail merge, document review, implementing document Security and working with hyperlinks.
- Create and Manipulate data using Microsoft Excel Worksheets.
- Create user defined functions and automate data driven task in Microsoft Excel.
- Analyse data using Pivot Tables, Slicers, Lookup and Pivot Charts
- Visualise data using Microsoft Excel Charting Tools, Trendlines and Advance Charts
- Create compelling presentations using Microsoft PowerPoint.
- Work with Slide layout, slide templates and master slides.
- Animating text and objects and creating custom slides.
- Saving and sharing presentations in different formats.

TARGET POPULATION

This training is targeted at staff of organisations in the public and private sectors, most especially persons that are desirous of improving their knowledge and understanding of the use and applications of 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).

TUTORS/INSTRUCTORS

| NAME OF TUTOR(S)/INSTRUCTOR(S) | CONTACT DETAILS |
|--------------------------------|-------------------|
| Mr. Chukwuemeka Nzeih | cnzeih@dbi.edu.ng |
| Mr. Paul Udoh | pudoh@dbi.edu.ng |

EVALUATION

A qualitative and quantitative evaluation approach would be adopted for this course. Thus, participants in this course would be evaluated based on the completion and performance in the daily/module quizzes and assignment carried out daily at the end of each module. Also, class participation and attendance would also count towards the final evaluation.

TRAINING SCHEDULE AND CONTENTS / AGENDA

Training schedule and content (face-to-face training)

| DAY | MODULE TITLE | TOPICS |
|-----|--|--|
| 1 | Module 1 : ICT Applications and office Productivity | <ul style="list-style-type: none">▪ Understanding Computer Hardware, Devices and Peripherals.▪ Understanding System Configurations and Functionalities.▪ Understanding Operating Systems Principles.▪ Software Solutions and Applications▪ Managing Files and Folders.▪ Using Cloud Storage.▪ Cellular and Mobile Devices.▪ Digital Security, Ethics and Privacy: Threats, Issues, and Defences |
| 2 | Module 2 : Managing Documents with Microsoft Word | <ul style="list-style-type: none">▪ Microsoft Word and Word Processing Basics▪ Creating and Editing Documents▪ Applying Document Formatting features.▪ Working with Illustrations in Documents▪ Creating and Inserting Bookmarks and Hyperlinks.▪ Working with tables, SmartArt's, Icons and pictures▪ Setting Documents Layouts.▪ Automating Task in Microsoft Word.▪ Using Comments and Tracking Changes.▪ Comparing Documents.▪ Creating Automated table of Contents, Index and Table of Figures.▪ Working with Citations and Referencing.▪ Creating Mail merged Documents.▪ Printing Documents. |

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| 3 | Module 3 : Creating and Working with Spreadsheets | <ul style="list-style-type: none"> ▪ Excel Basics ▪ Understanding Cell Address, Relative and Absolute. ▪ Creating and Managing Worksheet and Workbooks ▪ Working with Multiple Worksheets ▪ Editing Worksheets ▪ Working with the Formulas and Functions ▪ Creating & Working with Charts ▪ Data Validation ▪ Sorting and Filtering Data ▪ Removing Duplicate Records ▪ Data Analysis and Pivot Tables ▪ Working with Slicer and Trendlines ▪ Introduction to What If Analysis and Forecasting. ▪ Creating Excel Dashboards ▪ Automating Tasks with Macros ▪ Working with Multiple Worksheets |
| 4 | Module 3 : Creating and Managing Presentations | <ul style="list-style-type: none"> ▪ Presentation Basics ▪ Designing and Developing a PowerPoint Presentation ▪ Performing Advanced Text Editing Operations ▪ Working with Slide Master View. ▪ Adding Graphical Objects, Smart Arts and Multimedia Contents ▪ Working with Tables and Charts ▪ Working with Animations and Transitions Effects ▪ Creating customs Slide Shows. ▪ Saving PowerPoint Slides as Videos in AVI and MP\$ Formats. ▪ Creating narrations ▪ Protecting a Presentation |
| 5 | The Internet and the World Wide Web | <ul style="list-style-type: none"> ▪ Internet and the WWW. ▪ Applications and usage Internet. ▪ E-mail and Communications. ▪ Internet Group and Chats ▪ Introduction to Cloud Computing ▪ Calendaring and Meeting Tools ▪ Working with Social Media ▪ Internet Ethics and Etiquette (Netiquette) ▪ Introduction to Computer Security ▪ Systems Ergonomics ▪ Using Skype for Communications. |

Agenda (for face-to-face trainings)

| Date for 1 st day | Time; Start time | Topics/Activities |
|------------------------------|--|--|
| 17 June 2019 | 9.00 am – 10.00 am | Registration |
| | Morning Session 10.00 am – 11.00 am | <ul style="list-style-type: none"> • Computers and IT Applications • Understanding Computer Hardware, Devices and Peripherals. |
| | TEA BREAK | 11.00 am – 11.30 am |

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| | Afternoon Session 11.30 am – 1.30 pm | <ul style="list-style-type: none"> • Understanding System Configurations and Functionalities. • Understanding Operating Systems Principles. |
| | LUNCH | 1.30pm – 2.30pm |
| | Afternoon session 2.30pm – 4.30pm | <ul style="list-style-type: none"> ▪ Software Solutions and Applications ▪ Managing Files and Folders. ▪ Using Cloud Storage. ▪ Cellular and Mobile Devices. ▪ Digital Security, Ethics and Privacy: Threats, Issues, and Defences |
| | TEA BREAK | 4.30pm – 5.00pm |
| Date for 2nd day | Time; Start time | Topics/Activities |
| 18 June 2019 | Morning Session 9.00 am – 11.00 am | <ul style="list-style-type: none"> ▪ Microsoft Word and Word Processing Basics ▪ Creating and Editing Documents ▪ Applying Document Formatting features. ▪ Working with Illustrations in Documents |
| | TEA BREAK | 11.00 am – 11.30 am |
| | Afternoon Session 11.30 am – 1.30 pm | <ul style="list-style-type: none"> ▪ Creating and Inserting Bookmarks and Hyperlinks. ▪ Working with tables, SmartArt's, Icons and pictures ▪ Setting Documents Layouts. ▪ Automating Task in Microsoft Word. ▪ Using Comments and Tracking Changes. ▪ Comparing Documents. |
| | LUNCH | 1.30pm – 2.30pm |
| | Afternoon session 2.30pm – 4.30pm | <ul style="list-style-type: none"> ▪ Creating Automated table of Contents, Index and Table of Figures. ▪ Working with Citations and Referencing. ▪ Creating Mail merged Documents. ▪ Printing Documents. |
| | TEA BREAK | 4.30pm – 5.00pm |
| Date for 3rd day | Time; Start time | Topics/Activities |
| 19 June 2019 | Morning Session 9.00 am – 11.00 am | <ul style="list-style-type: none"> • Excel Basics • Understanding Cell Address, Relative and Absolute. • Creating and Managing Worksheet and Workbooks • Working with Multiple Worksheets • Editing Worksheets |
| | TEA BREAK | 11.00 am – 11.30 am |

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| | Afternoon Session 11.30 am – 1.30 pm | <ul style="list-style-type: none"> • Working with the Formulas and Functions • Creating & Working with Charts • Data Validation • Sorting and Filtering Data • Removing Duplicate Records • Data Analysis and Pivot Tables • Working with Slicer and Trendlines |
| | LUNCH | 1.30pm – 2.30pm |
| | Afternoon session 2.30pm – 4.30pm | <ul style="list-style-type: none"> ▪ Introduction to What If Analysis and Forecasting. ▪ Creating Excel Dashboards ▪ Automating Tasks with Macros ▪ Working with Multiple Worksheets |
| | TEA BREAK | 4.30pm – 5.00pm |
| Date for 4th day | Time; Start time | Topics/Activities |
| 20 June 2019 | Morning Session 9.00 am – 11.00 am | <ul style="list-style-type: none"> ▪ Presentation Basics ▪ Designing and Developing a PowerPoint Presentation ▪ Performing Advanced Text Editing Operations ▪ Working with Slide Master View. |
| | TEA BREAK | 11.00 am – 11.30 am |
| | Afternoon Session 11.30 am – 1.30 pm | <ul style="list-style-type: none"> ▪ Adding Graphical Objects, Smart Arts and Multimedia Contents ▪ Working with Tables and Charts ▪ Working with Animations and Transitions Effects ▪ Creating customs Slide Shows. |
| | LUNCH | 1.30pm – 2.30pm |
| | Afternoon session 2.30pm – 4.30pm | <ul style="list-style-type: none"> ▪ Saving PowerPoint Slides as Videos in AVI and MP\$ Formats. ▪ Creating narrations ▪ Protecting a Presentation |
| | TEA BREAK | 4.30pm – 5.00pm |
| Date for 5th day | Time; Start time | Topics/Activities |
| 21 June 2019 | Morning Session 9.00 am – 11.00 am | <ul style="list-style-type: none"> ▪ Internet and the WWW. ▪ Applications and usage Internet. ▪ E-mail and Communications. ▪ Internet Group and Chats |
| | TEA BREAK | 11.00 am – 11.30 am |
| | Afternoon Session 11.30 am – 1.30 pm | <ul style="list-style-type: none"> ▪ Introduction to Cloud Computing ▪ Calendaring and Meeting Tools ▪ Working with Social Media ▪ Internet Ethics and Etiquette (Netiquette) |
| | LUNCH | 1.30pm – 2.30pm |

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| | Afternoon session 2.30pm – 4.30pm | <ul style="list-style-type: none"> ▪ Introduction to Computer Security ▪ Systems Ergonomics ▪ Using Skype for Communications. |
| | CLOSING CEREMONY | 4.30pm – 5.00pm |

METHODOLOGY

Combination of face-to-face training course with online test at the end of each day (Blended training). Instructor-led presentations, case studies, assignments, daily online tests.

All announcements for all events (materials, quizzes and forums) will be given several days prior to the event by the training tutor.

TRAINING COORDINATION

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| <p>Training Coordinator: Mr. Yakubu Maitalata Head, Training and Education Unit, DBI Tel: +234 09 290 4968 Mobile: +234 805 974 5275 Email: ymaitalata@dbieducation.org</p> | <p>ITU coordinator: Elena Stankovska-Castilla ITU Headquarters, Geneva Tel: +412 27 306 027 Cell: Fax: + E-mail: elena.stankovska-castilla@itu.int</p> |
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REGISTRATION AND PAYMENT

ITU Academy portal account

Registration and payment should be made online at the ITU Academy portal.

To be able to register for the course you **MUST** first create an account in the ITU Academy portal at the following address:

<https://academy.itu.int/index.php/user/register>.

Training registration

When you have an existing account or created a new account, you can register for the course online at the following link: <https://academy.itu.int/index.php/training-courses/full-catalogue/ict-applications-products-and-services-using-microsoft-office>.

You can also register by finding your desired course in our training catalogue at <https://academy.itu.int/index.php/training-courses/full-catalogue>.

Payment

1. On-line payment

A training fee of USD 100 per participant is applied for this training. Payments should be made via the online system using the link mentioned above for training registration at

<https://academy.itu.int/index.php/training-courses/full-catalogue/ict-applications-products-and-services-using-microsoft-office>.

2. Payment by bank transfer

Where it is not possible to make payment via the online system, select the option for offline payment to generate an invoice using the same link as above. Download the invoice to make a bank transfer to the ITU bank account shown below. Then send the proof of payment/copy of bank transfer slip and the invoice copy to Hcbmail@itu.int and copy the course coordinator. **All bank transaction fees must be borne by the payer.**

Failure to submit the above documents may result in the applicant not being registered for the training.

3. Group payment

Should you wish to pay for more than one participant using bank transfer and need one invoice for all of them, create an account as **Institutional Contact**. **Institutional Contacts** are users that represent an organization. Any student can request to be an institutional contact or to belong to any existing organization.

To do this, head to your profile page by clicking on the **“My account”** button in the user menu. At the bottom of this page you should see two buttons:

- a. If you want to **become an institutional contact**, click on the **“Apply to be an Institutional Contact”** button. This will redirect you to a small form that will ask for the organization name. After you fill the name of the organization you want to represent, click on **“continue”** and a request will be created. An ITU Academy manager will manually review this request and accept or deny it accordingly.
- b. If you want to **belong to an existing organization**, click on the **“Request to belong to an Institutional Contact”** button. This will redirect you to a small form that will ask you to select the organization you want to join from an organization list. After you select the correct organization, click on **“continue”**, a request will then be created. The Institutional Contact that represents that organization will manually accept or deny your request to join the organization.

ITU BANK ACCOUNT DETAILS:

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|---------------------------|--|
| Name and Address of Bank: | UBS Switzerland AG Case postale 2600 CH 1211 Geneva 2 Switzerland |
| Beneficiary: | Union Internationale des Télécommunications |
| Account number: | 240-C8108252.2 (USD) |
| Swift: | UBSWCHZH80A |
| IBAN | CH54 0024 0240 C810 8252 2 |
| Amount: | USD 100 |
| Payment Reference: | CoE-AFR 24301 – P.40590.1.02 |

4. Other method of payment

If due to national regulations, there are restrictions that do not allow for payment to be made using options 1 & 2 above, please contact the ITU coordinator for further assistance.