

## Microsoft Excel Courses

- Zero to Pro **01**  
1 Day
- Data Analysis & Management with Pivot Table **02**  
1 Day
- Perform Useful Formula & Functions **03**  
1 Day
- Data Transformation for Business Intelligent with Power Query **04**  
1 Day
- Powerful Data Analysis & Modelling with Power Pivot **05**  
1 Day
- Dashboard - Transform Data Into Valuable Insight **06**  
2 Days

## Creative Courses

- Microsoft PowerPoint Creative Presentation via Multimedia **08**  
1 Day
- Microsoft PowerPoint Innovative Presentation with Amazing Ideas **09**  
2 Days
- Microsoft Word + Publisher Creative Professional & Quality Publication **10**  
1 Day
- Smart Photography Exploring Art of Seeing **11**  
1 Day
- Photo Editing & Enhancement (with freeware) **12**  
1 Day

## Technology Courses

- Operating System Windows 10 Simplified **13**  
1 Day
- PC and Laptop Basic Troubleshooting and Maintenance **14**  
2 Days
- Smart Phone Essential Configuration **15**  
2 Days
- CISCO Course IT Essentials: PC and Software **16**  
5 Days

## Office Application

- Microsoft Word Writing and Managing Long Documents **17**  
1 Day
- Microsoft Project Managing Project Effectively (Basic) **18**  
1 Day

We also provide customized training:

- Customised module
- Location: in-house or at Prodata premise



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