



## Office Smart Employees

Technology has changed the standard operating procedures of the service industry. Clients and customers expect business process to happen in real time. Are your employees still sending documents as email attachments? Or using USB sticks to transfer files? It's time for a refresher on using technology in your workplace. Let us help your organization by bringing your employees at par with what is current in the office world. Our two-day workshops are designed to help your employees be Smart Employees. Participants of the workshops are awarded a certificate and a digital stamp that can be added to their resumes.

## Smart Workplaces (Two Days Workshop)

This workshop is designed to introduce you with a set of tools and technologies which can bring visibly positive change in the workplace. You will learn to use technology in decision-making, collaboration with your team members, sharing and securing information.

- Knowing where you leave digital footprints
- Sharing documents with view and editing permissions
- Collaborating with team members in real time
- Developing feedback and conducting surveys
- Managing your space in cloud
- Learning presentation techniques with Dynamic Charts
- Obtaining dashboard reports of your organization
- Using Templates
- Using mail merge in MS Word
- Printing envelopes and labels
- Using Quick Parts
- Using corporate forms
- Using apps for Office
- Using reference functions in Excel
- Using named Ranges and validating user input
- Protecting content and structure of excel documents

### Cost

\$400 dollars/person

### Schedule

*This workshop is offered on the first Thursday and Friday of every month from 8:30 a.m. to 4:30 p.m. Group training and onsite training is available on request.*

### Location

**Success Skills Training Centre**

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