






Office Week - 20 - 24 July 2009

| Course Title | Price (Rs) | PROMO | Duration |
|---|------------|--|----------|
| Office transition from 2003 to 2007 | 4,500 | > 6 persons enrolled get one free training | 7 hrs |
| Advanced Data Management | 4,500 | | 7hrs |
| Manipulating Pivot Tables | 2,500 | | 3 hrs |
| Task and Calendar Management with Outlook | 4,500 | | 4 hrs |
| PowerPoint for sales | 4,500 | | 6 hrs |
| Sharing and collaborating with Word | 2,500 | | 3 hrs |
| Total if enrolled for all modules | | 20,000 Instead of 23,000 + a free Training Voucher | |

Register more than 6 participants for one Module and receive the 7th enrollment FREE

Rs. 3000 discount per participant when you enroll for all modules
+ a training voucher worth Rs. 2,500

| 20 - 24 July | Monday | Tuesday | Wednesday | Thursday | Friday |
|--------------|--|---|---|--|--|
| Morning |  Office transition from 2003 to 2007 |  Advanced data Management |  Manipulating Pivot tables with Excel |  PowerPoint for Sales Presentation |  Sharing and collaborating with Word |
| Afternoon | | |  Task and calendar Management | |  |

As a **Microsoft** Certified Learning centre, we make sure that all our course contents match the prerequisites of Microsoft Corporation, guaranteeing relevance and efficiency of the training we offer.

nuclei

Key Component of FRCI

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