



Advance MS Word

June 17, 2022

9:00am-5:00pm

F2F, Karachi

Trainer

Mr. Sohaib Jamal

Mr. Sohaib Jamal is considered to be the Guru for Excel based workshops in Pakistan, as he has the honor to not only have mentored but trained some of the renowned Excel trainers in the industry. He has 20+ years of Excel Experience.

FOR REGISTRATION

Registration@nibaf.gov.pk | 051-9269778



Contents

- Getting Started with Word
- Formatting Text & Paragraphs
- Working More Efficiently
- Managing Lists
- Adding Tables
- Inserting Graphic Objects
- Controlling Page Appearance
- Preparing to Publish a Document

Training Fee

Rs. 10,000 Plus Tax



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