

TRAINING PROPOSAL

Microsoft Office Applications



CORPORATE LEARNING SOLUTION

Each and every company wants to reduce **manpower** by increasing **productivity** and **efficiency** which helps a company a lot to minimize the cost and managed employee's intellectual knowledge properly. If it is, **Demist Training Institute** is the best option for your company. We are specialize and incomparable with any other training organization in Bangladesh for **Microsoft Office training** programs.

Our unconventional Microsoft Office solutions are specific and unique to your company's needs. To analyze your business requirements, we will be glad to visit your working environment in order to design a **tailor-made** learning solutions.

These tailor-made solutions build competence and confidence; after all, to get the best out of your business, you need to **get the best out of your people!** When it comes to corporate training; consider us your execution partner and people champions. Get in touch with us now to learn more about our **unique approach**.

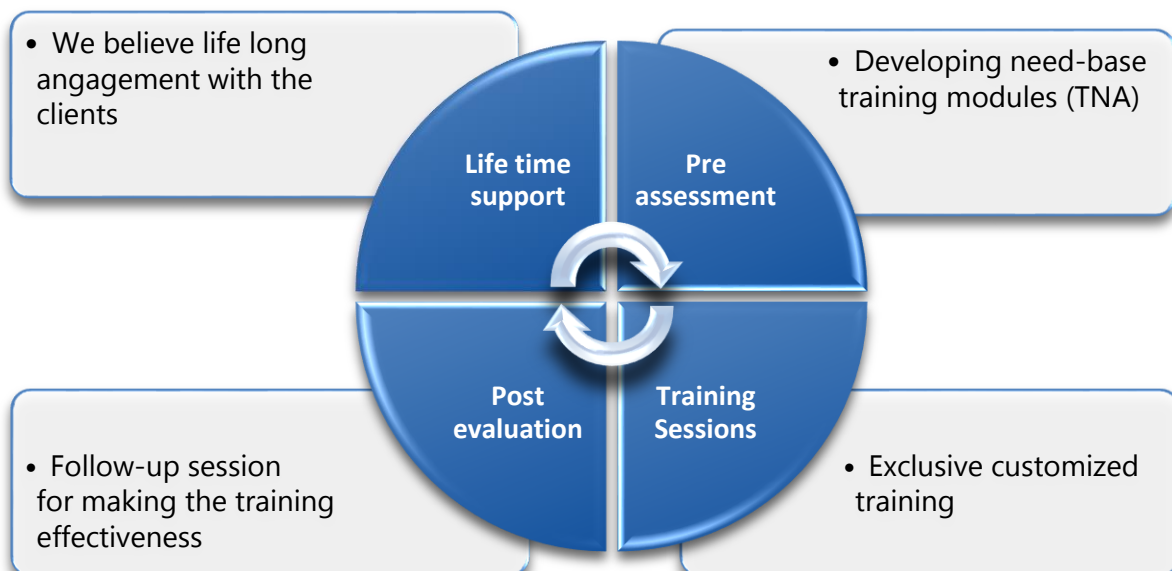
Demist Training Institute strives to facilitate your company turn big plans into tangible results. We provide **tailor-made** corporate **Microsoft Office learning** solutions through our expert innovation. As our solutions are customized for every instance, so speak to us to see if we can facilitate to solve your learning problem **within your budget**.



TOP REASONS *How We Different*

- **Magic tools:** We analyze your problems and give you some magic solutions. We will convey you an amazing world of professionalism through Microsoft Office applications.
- **Flexibility:** You can give us your problem anytime from anywhere for a unsoiled and easy solution within the time line.
- **Discussion forum:** We are inviting you to our forum for farther discussion and solution
- **Engagement:** Individual participant engagement is the key of success for a training program. We are very much innovative in this regards.
- **Training facilities:** Our provided training facilities are best fit with the program (like: Well decorated training lab, Online content, Offline content, Crest, RnR (for top three participants), Certificate, Food, Refreshments, Materials and logistic support, etc.
- **Methodology:** Immersive learning and scenario-based interactions help participants apply ideas and skills to real life situations.
- **Result oriented:** Outcome focused learning experiences maximize improvement and produce results!
- **Our goal:** Our goal is to help you find the right training partner and to deliver on our mission to create a more efficient marketplace for learning. Ready to experience the next generation of training, keeping you informed and up-to-date.

OUR TRAINING *Process*



IMPORTANCE OF *Microsoft Office*

Microsoft Office is the most important computer software program used in the workplace today. That's why so many workers and potential employees are required to learn Microsoft Office in order to reduce their workload and increase productivity in the workplace.

Microsoft Office is a crucial piece of software for businesses nowadays, offering the users the ability to keep track of stock and of finances with Microsoft Excel, the ability to present their ideas at meetings with Microsoft PowerPoint, and allowing the user to keep a database of customers and their information with Microsoft Access.

Microsoft Project performs Managing time, tasks, people and resources effectively can make the difference between success and failure when completing a complex project. Keep your projects on track, on time and within your budget by learning how to track all project management details in Microsoft Project.

Few key points for importance of Microsoft Office is as below:

- **Reduce workload** by creating and modifying macros and VBA scripting
- **Increase productivity** by crating varies dynamic templates
- Create your own **decision making tools**
- Create **professional reports** using Microsoft Excel, Word, PowerPoint, Access etc.
- Customizing default templates will helps you to design, develop and prepare your own report **within the time line**.
- Now a days, **forecasting, provisioning, scheduling, budgeting, analysis** etc. are the key competence for a corporate professional which can increase employee productivity from the company perspective.
- **Dynamic reporting, template** and **dashboard** are the main key features for today's Microsoft Excel.
- Create your document **interactive** and **presentable** using Microsoft Word and PowerPoint
- **Minimize cost** by using Microsoft Office applications properly instead of customized software.

Microsoft Office already is the worldwide consumer leader. So, why not furnish your employees for better business when your company have a vision?

Our Microsoft Office Training *at a Glance!*

OUR PROPOSED TRAININGS (Partial List)

There are four levels of each training like Basic Level, Moderate Level, Advanced Level and Expert Level which will be customized based on TNA.

1. Microsoft Excel

- Dynamic Dashboard using Microsoft Excel 2016
- Reporting automation with Microsoft Excel
- Reporting, Analysis & Dashboard using Microsoft Excel 2016
- Dynamic Reporting & Dashboard using Microsoft Excel 2016
- Professional VBA Scripting using MS Excel 2016
- Microsoft Excel for corporate professionals
- Data Visualization with Microsoft Excel PivotTables and Functions
- Advanced Reporting with Microsoft Excel Functions
- Business reporting, analysis using Microsoft Excel PivotTables
- Data Analysis & Visualization with Microsoft Excel 2016

2. Microsoft PowerPoint

- Professional presentational skills using Microsoft PowerPoint 2016
- Effective presentation for top management using MS PowerPoint

3. Microsoft Access

- Data management and query design using Microsoft Access 2016
- Advanced report design based on MS Access queries

4. Microsoft Word

- Professional document management using Microsoft Word 2016
- Effective tips for Microsoft Word 2016

5. Combined

- Analysis & reporting using Microsoft Excel, Word and PowerPoint 2016
- Business reporting & presentation using Microsoft Office 2016
- Microsoft Office 2016 for corporate professionals
- A complete solution of Microsoft Office 2016

6. Others

- Effective email management using Microsoft Outlook 2016
- Fundamentals of Microsoft OneNote 2016
- Fundamentals of Microsoft Publisher 2016
- Fundamentals of Microsoft InfoPath 2016
- Fundamentals of Microsoft SharePoint 2016
- Fundamentals of Microsoft Visio 2016
- Fundamentals of Microsoft Project 2016

*Which
training is
required for
YOU*

???

OUR PROGRAMS *Are Unique Because*

- ✓ We are customized based on organizational requirements as well as participants' background, expectations and needs.
- ✓ We assess your participants' knowledge gap by initial TNA (Training Need Assessment)
- ✓ We assess pre training learning assessment for customization of training content
- ✓ We evaluate post training session for improvement of learning and implementation
- ✓ Our training program assures you to implement the knowledge that we transfer to you and we strictly follow KSA (Knowledge, Skills and Ability) process.
- ✓ We provide competency-based, results oriented modules for each training
- ✓ Life time support for each participant until competency is applied

WHAT PEOPLE *Say About Us*



"I have attended one of the Excel training program conducted by Mr. Mostofa Monower. The good thing is he was able to make the participants realize the different aspects of excel tools that will make life easier and from where we can take support in future to learn those. In fact Mr. Mostofa Monower has created a platform where we can have long term learning relationship which is really a very scarce now a day"

Ms. Saiqa Mazed
Head of Human Resources
Linde Bangladesh Limited



"Demist Training Institute serves excellent training on Microsoft Excels and Mr. Mostafa Monower is a highly experienced trainer also nice men. I pray to Almighty Allah to success of him in future"

Mr. M.M. Hafizur Rahaman
Sr. Manager-ICP
Dhaka Ice-cream Industries limited



"Mr. Mostofa Monower is a highly experienced Microsoft Office trainer. I wish him success in future"

Mr. Khandaker Sayem Mahmud
Manager, Contact Center
Robi Axiata Limited



"Demist Training Institute organized excellent training programs for cutting-edge skill & competence over advanced Microsoft Excel learning"

Ms. Chowdhury Fatima Rokon
Call Center Manager & Quality Assurance
Milvik Bangladesh Limited



“Demist Training Institute is going to lead the IT related development and training sector around the country in near future. Dedication & understanding of the customer requirement are two success stone behind this fantastic effort. I wish a brilliant and shining future of Demist Training Institute”

Mr. Md. Abu Baker Shibly
Assistant Manager, CSD
Airtel Bangladesh Limited

OUR PARTIAL *Client List*



FACILITATOR'S *Profile*

Mr. Mostofa Monower has over 10 years of working experiences in Network Infrastructure, Workforce Management and MIS reporting. He has started his career with Gemcon Group in early 2007 and also has working experience with TK Group as System Administrator. Currently he is working as Analyst, Customer Experience, CSD in Robi Axiata Limited. He is proficient of creating dynamic MIS Reports, templates, dashboards and maintaining database. He has excellent knowledge in Microsoft Office, especially in Microsoft Excel, Microsoft Access, Microsoft PowerPoint, Microsoft Outlook and Microsoft Word. He has been providing training on Microsoft office package since 2011. He has given consultancy to develop reporting systems for some renowned organizations of Bangladesh.



Mostofa Monower

MCP, MCSAM
Analyst, Contact Experience
Airtel Bangladesh Limited

Mr. Mostofa Monower is a Microsoft Certified Professional (MCP) and Microsoft Certified System Administrator with Messaging (MCSAM). He has been completed on Cisco Certified Network Associate (CCNA) form American International University (AIUB). Other courses that he has completed and specialized are Red Hat Certified Engineer (RHCE), ComTIA A+, ComTIA Network+, and International Computer Driving License (ICDL).

Mr. Mostofa Monower has designed, developed and conducted number of corporate training programs in Microsoft Office (especially in Microsoft Excel) and has trained more than thousand corporate professionals from renowned corporate houses in Bangladesh. He is dedicated to develop and improve professional skills and unlock resource potential in order to increase efficiency and productivity. As a consultant, he developed various international standard dynamic report, template & dashboard (like, Payroll management, Sales monitoring dashboard, Dynamic attrition report, Financial modules for business, Dynamic analysis tools for marketing, Assets management tools, Inventory management, Customer management, etc.

PLEASE *Contact With Us*

You may send us an e-mail through “**demist.training@gmail.com**” or can contact with below responsible person as well.

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