



Advanced MS- Office:

Microsoft Office products help improve work efficiency with user friendly features that enable easy and secure information sharing. Microsoft Office products provide resources for professional presentation of data that is compatible with most operating systems.

Whether you are looking to expand your Microsoft Office skills for personal use, embarking on a new career, or working towards career advancement, now BEEC is offering Microsoft Office training that you are looking for.



Course Methodology

This course is complete lab based course with a hand on experience and exercises of latest version of MS-Office applications.

Who Should Attend?

This advanced course is designed for professionals who already know the basics and want to attain a proficient level of MS-Office applications.

Customized Training Services:

Customized Training Services caters for busy schedules and differing abilities thus providing a flexible approach to modern training needs. Training programs may be developed and delivered within your community center, business or organization. To cater your organization/employees' needs please contact us at beec.buitem@gmail.com

Training Date

Date	Duration	Timing
Sep 27 - 29	3 days	9:00 am – 2:00 pm

Course Fee
14,000

Manager Trainings

BUITEMS Executive Education Center

Directorate of University Advancement & Financial Assistance, Sir Syed Block, BUITEMS Takatu Campus, Airport Road, Quetta.

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