



Training List

| Course Title | Target Audience | Duration | Scheme |
|--|-----------------|-------------|----------|
| Executive Workplace Productivity Series | | | |
| Microsoft Office | | | |
| Effective Worksheet with MS Excel (Level 1) | User | 2 days | SBL KHAS |
| Effective Worksheet with MS Excel (Level 2) | User | 2 days | SBL KHAS |
| Daily Application Worksheet with MS Word (Level 1) | User | 2 days | SBL KHAS |
| Daily Application Worksheet with MS Word (Level 2) | User | 2 days | SBL KHAS |
| Effective Guides for Slides with MS PowerPoint (Level 1) | User | 1 day | SBL KHAS |
| Effective Guides for Slides with MS PowerPoint (Level 2) | User | 2 days | SBL KHAS |
| Introduction to Database using MS Access (Level 1) | User | 2 days | SBL KHAS |
| Analyzing Database with MS Access | User | 2 days | SBL KHAS |
| Introduction to Microsoft Project | User | 2 days | SBL KHAS |
| Executive Workplace Productivity Series (For Power User) | | | |
| Microsoft Office | | | |
| Enhanced Slides for Presentation using MS PowerPoint | Power User | 2 days | SBL KHAS |
| Effective Presentation using MS PowerPoint with Excel | Power User | 1 day | SBL KHAS |
| Daily Application of MS Excel Functions and Formulas | Power User | 2 days | SBL KHAS |
| Effective Interactive Charts using MS Excel | Power User | 1 day | SBL KHAS |
| Analyzing Data using Pivot Table | Power User | 1 day | SBL KHAS |
| Data Analysis with PowerPivot** | Power User | 3 or 4 days | SBL KHAS |
| Summarizing and Analyzing Business Data using Pivot Table & Charts with Ms Excel | Power User | 2 days | SBL KHAS |
| Mastering Excel Charts | Power User | 2 days | SBL KHAS |
| Work & Collaborate Effectively with Office 365** | Power User | 2 or 4 days | SBL KHAS |
| Working Smarter with Microsoft Copilot | Power User | 2 or 3 days | SBL KHAS |
| Excel VBA Suite | | | |
| Introduction to MS Excel VBA (Task Automation) | Power User | 2 days | SBL KHAS |
| Analyze and Designs using MS Excel VBA (Level 2) | Power User | 2 days | SBL KHAS |
| VBA for MS Access Database | Power User | 4 days | SBL KHAS |
| Analyzing Data with MS Power BI** | Power User | 3 days | SBL KHAS |