

A photograph of a Microsoft Surface laptop on a light-colored wooden desk. The laptop screen displays the word "Surface" in white text over a blue background. A person's hands are visible typing on the keyboard. In the background, another person is partially visible, and a window shows a cityscape. A dark blue triangular graphic is in the top right corner, and a yellow triangular graphic is in the bottom left corner.

bilif

ONBOARDING: MICROSOFT ESSENTIALS: BOOSTING YOUR PRODUCTIVITY

10 - 12 JULY 2023



DEADLINE TO REGISTER
10 June 2023

OVERVIEW

Onboarding training is introduced to help new staff members better prepare themselves when entering an organisation. Onboarding: MS Office Essentials is a training to help participants acquire basic knowledge required to perform a variety of tasks in their workplace. The training focuses on three different areas under MS Office, i.e. MS Excel, MS PowerPoint and MS Word.

OBJECTIVE



UNDERSTAND

able to use various MS Office applications in completing their daily tasks.



WHO SHOULD ATTEND?

The programme is open to everyone, especially onboarding staffs who require basic understanding and application of Microsoft office to perform their everyday work.

PRE-REQUISITE

- Comfortable using a Windows PC with common hardware including a keyboard, monitor, mouse and USB ports; and
- Know how to use Windows to launch applications, navigate directory structure and search for files.

METHODOLOGY



Face-to-Face

PROGRAMME DETAILS

Date	Time
10 - 12 July 2023	8:30 am – 12:00 pm 1:30 pm – 5:00 pm

***Subject to change

Please refer to www.bilif.com.bn for the latest updates***

PROGRAMME OUTLINE

Microsoft Word		
Formatting	The Navigation Pane	Indents, Tabs and the Ruler
Inserting Page Breaks	Inserting links	Inserting and formatting symbols
Using Templates	Proofing	Mail Merge
and more....		

Microsoft Excel		
Introduction	Cell and Number formatting	Formulas and Functions
Good practices for data	Sort and Filter data	Freezing Panes
Autosum	Charts	Macros
and more....		

Microsoft Powerpoint		
Using Templates	Slide Layouts	Master Slide
Insert Images/Video/Links	Transition	Animations
Outline from Word	Presentation tips	and more...

PROGRAMME LEADER

JOSHUA LIM SHENG MING

Joshua has earned the ICDL Advanced Certificate AM4 Spreadsheets and has also conducted the following MS Excel training sessions:

- Mar 2018 – Present: Syllabus creator and trainer for 14 training sessions (a mix of Intermediate and Advanced) under Brunei Institute of Leadership & Islamic Finance (BILIF. Formerly known as Centre for Islamic Banking, Finance and Management, CIBFM);
- Mar 2019: Syllabus creator and trainer for a specially-requested MS Excel training on Macros and Visual Basic for Applications (VBA) by United Overseas Bank (UOB);
- May & Aug 2013: Trainer for ICDL Digital Literacy (including Spreadsheets) under BigBreak Solutions; and
- Jul 2007 – Dec 2007: Syllabus creator and trainer for 8 sessions of MS Excel 2003 under Cosmopolitan College of Commerce and Technology.

Joshua's training experience extends beyond Microsoft Excel; he has conducted training for other IT applications including:

- MS Powerpoint;
- Adobe Photoshop;
- Macromedia Dreamweaver; and
- WordPress.

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10 - 12 July 2023



To apply for the programme, please email your completed form to askseed@bilif.com.bn by 10 June 2023

CATEGORIES	STAKEHOLDERS	NON-STAKEHOLDERS
FEE	<input type="checkbox"/> \$ 520.00	<input type="checkbox"/> \$ 630.00

By completing and signing this form, you hereby agree to the terms and conditions below:

Full Name:	<input type="text"/>	IC Number:	<input type="text"/>
Position:	<input type="text"/>	Department:	<input type="text"/>
E-mail:	<input type="text"/>	Phone:	<input type="text"/>

Full Name:	<input type="text"/>	IC Number:	<input type="text"/>
Position:	<input type="text"/>	Department:	<input type="text"/>
E-mail:	<input type="text"/>	Phone:	<input type="text"/>

Full Name:	<input type="text"/>	IC Number:	<input type="text"/>
Position:	<input type="text"/>	Department:	<input type="text"/>
E-mail:	<input type="text"/>	Phone:	<input type="text"/>

APPROVING OFFICER

Name:	<input type="text"/>	Email:	<input type="text"/>
Position:	<input type="text"/>	Department:	<input type="text"/>

Please email the invoice to:

Signature and Company's Stamp

Terms and conditions:

Cancellation Policy:

- All cancellation must be submitted to BILIF in writing either by letter or email.
- Any cancellation received 30 days or more prior to the training date will incur a cancellation fee of 10% of the programme fee.
- Cancellation received 8 - 14 days to the training date will incur a cancellation fee of 50% of the programme fee.
- Cancellation of registrations received 7 days or less from the date of training or if the delegate fails to attend the training, he/she will be considered as 'no show' and is subjected to 100% of the programme fee.
- BILIF welcomes and accepts replacement of participants up until a day before the training commences.

Other terms:

- Participants must complete all scheduled sessions and activities for them to receive the certificate of attendance/ completion.
- Payment must be made upon receipt of invoice issued by BILIF.
- BILIF reserves the right to amend, change or cancel the programme at any given time. We will immediately notify participants and organisations if any such changes are to be made.

ABOUT BRUNEI INSTITUTE OF LEADERSHIP AND ISLAMIC FINANCE

Brunei Institute of Leadership & Islamic Finance (BILIF) was established in 2010 as the Centre of Excellence for the finance industry in Brunei Darussalam, providing high-quality learning solutions, including signature and collaborative events for human capacity development in the areas of Islamic finance and leadership. Under the purview of Brunei Darussalam Central Bank (BDCB), BILIF plays a fundamental role in Pillar 5 of Brunei Darussalam Financial Sector Blueprint 2016-2025 in raising financial industry standards especially in the areas of Islamic finance. All of our programmes are accredited by Brunei Darussalam National Accreditation Council as Value Added Qualifications. Appointed by BDCB, BILIF is the official licensing examination centre for Financial Planning Practitioners' Programme (FPPP) and Qualifying Examination for Insurance/Takaful Agents (QEFITA). BILIF is also the official examination centre for all examinations under Chartered Institute for Securities & Investment (CISI), UK; Chartered Bankers Institute (CBI), UK; International Compliance Association (ICA) and The Accounting and Auditing Organization for Islamic Financial Institutions (AAOIFI), Bahrain.

Over the past 10 years, BILIF has forged strategic partnerships with local and international organisations enabling us to bring professional programmes, expertise and opportunities to shape future leaders, experts and innovators in the areas of Islamic finance and leadership. More recently, BILIF has also established partnerships with Bahrain Institute of Banking and Finance (BIBF) and The London Institute of Banking & Finance (LIBF), both with the objective of bringing more quality learning opportunities for our participants in the areas of banking and finance. BILIF has been honoured with multiple international awards and accolades: The "Best Emerging Islamic Finance Training Institution – Brunei 2021" from the International Finance Awards 2022, "Best Islamic Finance Education & Training Brunei 2021" from the Global Banking & Finance Awards®, "Global Good Governance (3G) Human Resource Development Award 2022" received at the 7th Annual 3G Awards Ceremony and GIFA Excellence Award (Islamic Finance Training & Education) in 2022; The GIFA Excellence Award (Islamic Finance Training and Education) 2021 at the 11th Global Islamic Finance Awards (GIFA), the Award for "Contribution to Organisation" at the Asia HRD Awards in 2021; and the GIFA Excellence Award (Islamic Finance Training and Education) in 2019.

74

Events

687

Programmes
and Examinations

15,300+

Participants

INTERNATIONAL AWARD WINNING INSTITUTE





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for any enquiries

askSEED@bilif.com.bn

*Alternatively, you can also whatsApp us at
+673 8271140 to learn more about our offerings*