

MICROSOFT SERIES: MS POWERPOINT & MS WORD LEVEL 1

15 - 16 OCTOBER 2024

A circular icon with a white exclamation mark on a blue background, indicating a warning or deadline.

DEADLINE TO REGISTER
20 September 2024

OVERVIEW

This programme has been introduced to help new staff members better prepare themselves for their roles within an organisation. Its primary goal is to enable participants to acquire the basic knowledge necessary to perform a range of tasks in their workplace. The training focuses on three distinct areas within MS Office, namely MS Excel, MS PowerPoint, and MS Word.

OBJECTIVES

At the end of the programme, participants will be able to:

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

WHO SHOULD ATTEND?

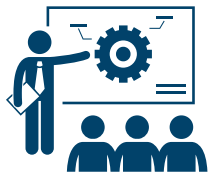
The programme is open to everyone, especially onboarding staffs who require basic understanding and application of Microsoft office to perform their everyday work.

PRE-REQUISITE

- Comfortable using a Windows PC with common hardware including a keyboard, monitor, mouse and USB ports.
- Know how to use Windows to launch applications, navigate directory structure and search for files.
- Participants are required to bring their own laptop.
- Have an active Microsoft 365 license.

METHODOLOGY

- Lecture
- Skill practice
- Face-to-face



PROGRAMME DETAILS

| DATE | TIME |
|----------------------|---|
| 15 - 16 October 2024 | 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 |
| Inserting and formatting Headers & Footers, and more! | | |

| MICROSOFT POWERPOINT | | |
|--------------------------|------------------------------|--------------|
| Using Templates | Slide Layouts | Master Slide |
| Insert Image/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.
- 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
- WordPress

MICROSOFT SERIES: MS POWERPOINT & MS WORD LEVEL I

■ 15 - 16 October 2024



To apply for the programme, please email your completed form to askseed@bilif.com.bn by 20 September 2024

| CATEGORIES | STAKEHOLDERS | NON-STAKEHOLDERS |
|------------|------------------------------------|------------------------------------|
| FEE | <input type="checkbox"/> \$ 520.00 | <input type="checkbox"/> \$ 600.00 |

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

Full Name: IC Number:
Position: Department:
E-mail: Phone:

Full Name: IC Number:
Position: Department:
E-mail: Phone:

Full Name: IC Number:
Position: Department:
E-mail: Phone:

APPROVING OFFICER

Name: Email:
Position: Department:

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. Since its inception, BILIF has conducted 809 programmes and 83 events for more than 16,900 participants, including a suite of Virtual Instructor-Led Training (VILT) programmes and online events (as of December 2023).

BILIF has forged strategic partnerships with local and international organisations over the past 10 years which have allowed us to bring professional programmes, expertise and opportunities to shape future leaders, experts and innovators, particularly in the areas of Islamic finance and leadership. Amongst these strategic partners include The London Institute of Banking & Finance (LIBF), United Kingdom; the Accounting and Auditing Organization for Islamic Financial Institutions (AAOIFI) and Bahrain Institute of Banking and Finance (BIBF), Bahrain; Islamic Development Bank Institute (IsDBI), Kingdom of Saudi Arabia, Singapore

Management University (SMU), Singapore and INCEIF University, Malaysia. Locally, BILIF has also partnered with two of the top higher education institutions in Brunei Darussalam; Universiti Brunei Darussalam (UBD) and Universiti Sultan Sharif Ali (UNISSA) in our joint efforts to impart invaluable knowledge and skills for students and professionals in not only finance but also other private and government sectors.

Appointed by BDCB, BILIF is the official licensing examination centre for Financial Planning Practitioners' Programme (FPPP) and the 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 AAOIFI. BILIF has also recently been accepted as a Pearson Vue Authorised Test Centre which can house more than hundreds of examinations such as Certificate in Climate Risk, Certified Internal Auditor® (CIA®) and Certified Associate in Project Management (CAPM), amongst others.

BILIF has received multiple accolades including 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® and "Global Good Governance (3G) Human Resource Development Award 2022" received at the 7th Annual 3G Awards Ceremony. BILIF was also awarded its third "GIFA Excellence Award (Islamic Finance Training & Education) 2022, which has been previously received in 2019 and 2021.

83

Events

809

Programmes
and Examinations

16,900+

Participants

INTERNATIONAL AWARD WINNING INSTITUTE





Discover our upcoming programmes and events

bilif.com.bn

Contact our Sales and Marketing Department
for any enquiries

askSEED@bilif.com.bn

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