



SKILLS HUB INTERNATIONAL LTD

Kigali City

P.O. Box: 5024 Kigali-Rwanda,

KG 11 AVE, TRIUMP HOUSE, 3rd Floor,

Email: info@skillshubinternational.com

Website: www.skillshubinternational.com ,

Tel: +250 780 343 116 | +250 781 093 413

CALL FOR APPLICATION ON COMPUTER SKILLS: MICROSOFT WORD, EXCEL & POWER POINT PRESENTATION(PPT)

ABOUT SKILLS HUB INTERNATIONAL (SHI) LTD

SKILLS HUB INTERNATIONAL (SHI) LTD is a subsidiary of ONCG GLOBAL HOLDINGS LTD a multidisciplinary consulting group operating across African continent. SHI Ltd is registered in Rwanda since 2013, to offer a wide range of world-class training services and employment services to both corporate and individual clients.

It also offers cutting edge business and management customized training programs. Our training services include Professional training services, Executive Training, In-house training services and Special Training services for specialized industries like banks, insurers and others. Training services are provided via two schools namely School of Business Professionals and School of Business Executives. Our trainings range from one day-certificate to three-months training certificate for proficiency.

COURSE OVERVIEW AND OBJECTIVES

At SHI The Computer Skills course provides a practical foundation in essential Microsoft Office applications, including Excel, Word, and PowerPoint. Participant will develop hands-on skills to efficiently perform office tasks such as data analysis, document creation, and presentation design. The course emphasizes real-world applications, including creating reports, dashboards, and interactive presentations, enabling participant to apply these skills effectively in academic, professional, and personal settings.

Course Objectives:

By the end of this course, participant will be able to:

1. Apply logical functions, conditional calculations, and text manipulation for data analysis in Excel.



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2. Use data validation and consolidate data across worksheets for accurate and comprehensive reporting.
3. Create, customize, and manage PivotTables and dashboards for effective data visualization.
4. Navigate, create, format, and protect professional Word documents efficiently.
5. Incorporate tables, graphics, charts, SmartArt, references, and mail merge for effective documentation.
6. Design and organize visually appealing PowerPoint presentations with multimedia, animations, and interactive elements.
7. Apply advanced presentation techniques, including master slides and speaker tools, for professional delivery.

INDICATIVE CONTENTS

PART 1: MICROSOFT EXCEL

MODULE 1: LOGICAL FUNCTIONS

- Introduction to Logical Functions
- Using IF with Text and Numbers
- Nesting IF Functions
- Using AND, OR, and NOT Functions
- Applying COUNTIF and COUNTIFS
- COUNT and COUNTA Functions
- Applying COUNTIF for Conditional Counting
- SUM and SUMIF Functions
- AVERAGE and AVERAGEIF Functions
- Using MIN, MAX, and MODE Functions
- Combining Data with CONCATENATE
- Managing Text with LEN, LOWER, UPPER, and PROPER
- Extracting Text Using LEFT, RIGHT, and MID
- Searching Text with the SEARCH Function



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MODULE 2: DATA VALIDATION

- Understanding Data Validation Concepts
- Creating Number Range and List Validations
- Designing Input and Error Messages
- Using Formulas as Validation Criteria
- Copying Validation Rules Across Worksheets
- Creating a Sample Expense Report with Validation

MODULE 3: DATA CONSOLIDATION

- Introduction to Data Consolidation
- Consolidating Data with Identical or Different Layouts
- Using the SUM () for consolidation and Creating Linked Consolidations

MODULE 4: PIVOTTABLES & DASHBOARD MANAGEMENT

- Understanding PivotTable Fundamentals
- Creating and Customizing PivotTables
- Filtering and Formatting Reports
- Using Slicers and Timeline Filters
- Designing Interactive Dashboards for Data Visualization

PART 2: MICROSOFT WORD

MODULE 1: DOCUMENT BASICS & NAVIGATION

- Introduction to Microsoft Word Interface
- Creating, opening, and saving documents
- Using templates and styles
- Navigating documents efficiently (Go To, Find & Replace, Shortcuts)



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- Applying font styles, sizes, and effects
- Managing paragraph alignment, spacing, and indentation
- Using bullets, numbering, and multilevel lists
- Applying themes, styles, and Quick Styles for consistency

MODULE 2: WORKING WITH TABLES & GRAPHICS

- Creating, formatting, and merging tables
- Inserting and customizing images, shapes, icons, and SmartArt
- Wrapping text and arranging objects
- Using charts and diagrams for visual representation

MODULE 3: REFERENCES & MAIL MERGE

- Inserting headers, footers, and page numbers
- Creating a table of contents, footnotes, and endnotes
- Creating mail merge documents for letters, envelopes, and labels

MODULE 4: DOCUMENT PROTECTION & SHARING

- Protecting documents with passwords and editing restrictions
- Restricting formatting or content changes
- Sharing and collaborating via cloud or email
- Converting documents to PDF and other formats

PART 3: MICROSOFT POWER POINT PRESENTATION

MODULE 1: PRESENTATION BASICS & SLIDE MANAGEMENT

- Introduction to PowerPoint interface and templates
- Creating, saving, and organizing presentations
- Working with slides: adding, duplicating, deleting, and arranging



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- Applying and customizing slide layouts, themes, and backgrounds

MODULE 2: TEXT, SHAPES & MULTIMEDIA

- Formatting text: fonts, sizes, styles, and alignment
- Inserting and customizing shapes, icons, and SmartArt
- Adding images, videos, and audio for impact
- Using charts and tables to present data visually

MODULE 3: ANIMATION, TRANSITIONS & INTERACTIVE FEATURES

- Applying slide transitions and animation effects
- Customizing animation sequences and timings
- Adding hyperlinks, action buttons, and interactive elements
- Creating interactive menus and navigation for professional presentations

MODULE 4: ADVANCED DESIGN & PRESENTATION TECHNIQUES

- Using Master Slides for consistent design and branding
- Tips for effective slide design and audience engagement
- Speaker notes, rehearsal, and slide show management
- Exporting, sharing, and presenting presentations in various formats

DATE AND VENUE

The course will begin on December 8th, 2025 in the working days - Evening session, which will run until December 19th, 2025. Training will take place at the SHI Professional Training Center, located at KIMIRONKO-GASABO, Triumph House, 3rd Floor.



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SESSIONS AND DAYS OF TRAINING

The training Program will last for 28 hours and will be delivered in two different sessions as follows:

Evening Session (Monday to Friday)

From Monday to Friday (17h00 to 8h00)

For registration click below link:

<https://forms.gle/pytrwmbDrT56SmkH9>

For more information, you can contact us on:

+250 788303061; +250 781093413.

COURSE FEES & PAYMENT MODES

The amount of fees per course **On COMPUTER SKILLS: MICROSOFT WORD, EXCEL & POWER POINT PRESENTATION(PPT)** is 150,000 Rwf
Paid via our bank accounts; **4003200725206 at EQUITY BANK RWANDA PLC, *182*8*1*097137# Using Mo-Mo Pay.**

The fees will cover tuition fees, training materials and Certificate.

CERTIFICATE OF COMPLETION

A certificate will be issued at the end of the program to every trainee who completes the course.



Approved on behalf of SHI Ltd

Innocent KURADUSENGE

Director of Operations