OFFICE TRAINING FOR STUDENTS BROUCHURE

Learn 2 Automate

TABLE OF CONTENT

About Us

WHO ARE WE?

We are an interactive, hands-on and instructor led training provider in the field of automation with 3+ years of experience , Inspired by global experiences, fuelled by smart work & passion.

We are commited to helping students and working professionals equip themselves with all the necessary skills in this rapidly evolving and increasingly technological world.

We believe technology especially automation is an amazing tool that every student and professional must know, and consider helping them do the same our mission.

WHY STUDENTS?

BY DOING THIS PROGRAM, YOU

- Take the First step towards digitalization

- Get equipped with cutting-edge tech needs.

- Gain basic knowledge and stand out amongst your peers.

- Get more space on core activities and gain room for innovative improvement.

- Boost your productivity

Why Us?

Why do the office training program with us?

There's no doubt that technology helps make teaching and learning more meaningful and fun. Technology plays a crucial role in education and students thrive when they have access to tools that encourage creativity. With Learn 2 Automate, you can achieve better learning outcomes for your students and transform classroom time to get engaged in real life solutions.

Courses Offered

STUDENT PACKAGE CLASSIC

STUDENT PACKAGE PREMIUM

COURSE SPECIFICS

Mode: Classroom / Online

Duration: 6 Hrs – Flexible schedules

Cost: INR 3000 per person (Classroom)

INR 20000 per session (Online max:20

p   persons)

Inclusions:

- Course Materials [Classroom – Hard Copies]
                            [Online– Soft Copies]
- Course Completion Certificate (Subject to 60% score in assessment)
- L2A Special Gift

SUBJECTS

MS Powerpoint

- Introduction
- Slide Creation
- Shapes & Icons
- Animations
- Set up shows
- Page navigations
- Quick Tips

MS Excel

- Introduction
- Basic Functions
- Nested Functions
- Conditional Format
- Shortcut keys
- Conditional Format
- Tables and Pivot
- Sort & Filters
- Cell Reference

Teams and Outlook

- Introduction
- Signatures
- Out of Office
- Rules and Alerts
- Organize and Attending meetings
- Pane Adjustments
- Recall & Resend
- Folder Management
- Flags

COURSE SPECIFICS

Mode: Classroom / Online

Duration: 20 Hrs – Flexible schedules

Cost: INR 8000 per person (Classroom)

p   INR 30000 per session (Online max:20
        persons)

Inclusions:

- Course Materials [Classroom – Hard Copies]
                        [Online– Soft Copies]
- Course Completion Certificate (Subject to 60% score in assessment)
- L2A Special Gift

SUBJECTS

Power Automation

- Desktop automation
- How to identify Opportunity
- How to choose technology

- Power Automate
- Power Flow
- Power BI
- Chatbot with PVA

MS Excel

- Introduction to VBA
- Simple programming
- Nested loops
- Modules/Class modules & User forms
- All classic contents of Excel, Power point & outlook +

- Introduction to Macros
- Advanced Excel
- Use of Adv. pivot tables
- Charts, Graphs & Validations

Robotic Process Automation(RPA)

- What is RPA
- Need of RPA
- Different products
- No-code chatbot development

- Introduction to chatbot
- Cognitive chatbot
- Sample BOT development

Apply Today

Register today & take your first step towards professional growth with us !

Contact Us

📞 +91 - 9840512423

✉️ learntoautomate021@gmail.com