

# MS-Word & MS-Excel

## Basics Bootcamp

- ✓ Are you an informal user of MS-Word and MS-Excel?
- ✓ Are you using both software for few years without having learnt it formally?
- ♥ Do you quickly want to master the basics of word processing for reports, communication, planning documents, proposals, etc.?
  - ♥ Do you *quickly*\* want to learn to use spreadsheets effectively for clinical care work, financial and administrative matters?

MS-Word Hands-on course: 20 March 2020 (Friday), 10 am to 12 p.m.

MS-Excel Hands-on course: 20 March 2020 (Friday) 1 pm to 4 pm

Venue: Computer lab, St John's College of Nursing

**Course Fee:** MS-Word – Rs 300/-  
MS-Excel – Rs 400/-

Contact for registration: Jeeva C [cell: 9108452597]

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[these courses are for St John's staff & students only]