# GLOBAL CENTRE FOR INFORMATION TECHNOLOGY EMPOWERMENT AND EDUCATION

*Presents*

## National Workshop on ICT for Productivity and Workplace Empowerment (IPWE 2015)

www.i-tee.org/ipwe.html

i-TEE
www.i-tee.org

**Theme:** Optimizing the potentials of computers and internet in a rapidly i-TEE changing world of i-TEE technological innovations

**Date:**
April 21-25 2015

**Venue:**
UI Conference Centre
Abadina Rd
University of Ibadan

## Application procedure:

Apply online at
www.i-tee.org/ipwe.html

**or**
forward the attached application
form to admin@i-tee.org

participants receive training brochures, CDs, bag, souvenirs, certificates, tea break and lunch

## HIGHLIGHTS:

- Acquire the valued expertise and strategies for using creative technologies in the workplace, business, school or for personal use
- Acquire PowerPoint skills and techniques that will Inform, educate, attract and entertain your audience
- Enhance your data analysis skills by learning Ms Excel features that will give excellent meaning to your data
- Learn how to optimize Microsoft Word for academic editing, review, referencing, thesis formatting, mail-merge etc
- Acquire Information and Web skills to be relevant in 21st century technologies.
- Learn how to position your personal and corporate brand using social media marketing techniques on Facebook, Linkedin, Twitter and Google Plus
- Learn how to create your blog page to increase your visibility and open yourself and your Organisation to more and better opportunities
- Learn how to design and publish your website site and cast your brand across the internet in minutes
- Acquire Google Docs skills for creating, managing, and sharing office documents

Enquiries: 07034993743, admin@i-tee.org

---

National Workshop on ICT for Productivity and Workplace Empowerment (IPWE 2015)
## INTEREST FORM

Name: _____

_____

Organization: _____

_____

Position: _____

Phone: _____

Email: _____

## Kindly select your interest:

*Select 1*

- ○ intermediate Modules: ₦10,000 (April 21-23, 2015)
- ○ Advanced Modules ₦15,000 (April 23-25, 2015)
- ○ Combined Modules ₦20,000 (intermediate & advanced) (April 21 -25, 2015)

### Mode of payment:
- ○ Cheque
- ○ Payment into account
- ○ Cash at the venue

**Note:**
- 10% discount for early payment (on or before 14/4/2015)
- 10% discount for group attendance- (Minimum of 3 delegates from same Organisation)

**Additional details:**
- Scan and mail the completed form and your payment teller to admin@i-tee.org
- or submit with cash payment at workshop venue
- You can also fill the form online and upload your payment teller at: www.i-tee.org/ipwe.html

# National Workshop on ICT for Productivity and Workplace Empowerment (IPWE 2015)

**April 21-25 2015**

This form can be filled online at
www.i-tee.org/ipwe.html

⤹ Scan and mail the interest form with evidence of payment to admin@i-tee.org
⤹ You can also fill the form online at: www.i-tee.org/ipwe.html

## Account Details:

**Acc Name: Global Centre for Information Tech. Empowerment & Education**
**Banker:    First Bank**
**Acc No:    2027170463**

---

## National Workshop on ICT for Productivity and Workplace Empowerment (IPWE 2015)

### Introduction

The 21st century generation has witnessed rapid increase in the adoption of technology by organizations and individuals in order to perform daily duties in an increasingly digitized manner. The **National Workshop on ICT for Productivity and Workplace Empowerment (IPWE 2015)** aims to ensure that people have the updated knowledge and skills to utilise the latest computer and internet technologies for personal and corporate benefits.

with expert step-by-step guidance. by carefully selected seasoned instructors, participants will learn exactly what it takes to "**Optimize the potentials of computers and internet in a rapidly changing world of technological innovations**"

### About the Organizer

The Global Center for Information Technology Empowerment and Education (i-TEE) consists of a team of seasoned Computer Science professionals with the aim of helping Africa find her place in global technological advancements, by investing in the development of her greatest resource: the people. Consequently, i-TEE provides professional and developmental prospects and access to knowledge and information through the use of computer and related technologies. View i-TEE profile at www.i-tee.org

### Target Audience:

Business professionals, Secretaries, Educators, admin personnel and individuals who want to update their IT knowledge.

*(participants should have prior fundamental knowledge of computer applications & operations).*

### COURSE DETAILS

The workshop is in two phases. Phase 1 ( intermediate modules) is meant for those who have prior basic skills of computer operations while phase Phase 2(advanced modules) is meant for those who already have the intermediate skills and would want to improve to advanced stage. Participants can register for either or both modules, depending on their current IT literacy level.

### 1) Intermediate Modules (April 21-23 2014)

#### a) Intermediate PowerPoint

presentation skills, working with the outline tab,  Speaker Notes, slide format & layout; print slides and handouts, move, duplicate and sort slides; set Slide Transitions, run and navigate Slide Show. creating charts & tables; adding special effects, editing presentation masters, notes masters, handout masters and saving a Custom Template.

#### b) Intermediate Excel

store, organize and analyze large data sets; create basic formulas and functions, absolute references, ranges; Advanced chart formatting of Gridlines, Axis, Secondary Axis, Trendline, and user defined Charts; Worksheet & workbook Protection

#### c) Intermediate Word Processing

Advanced document formatting using Ms Word; Mail Merge; using AutoFormat, AutoCorrect, AutoText, Using Find and Replace, and Thesaurus. automating Table of Contents, Bookmarks, footnotes & endnotes

#### d) Intermediate Social Media & Web

Use Facebook and Twitter to create and maintain an attractive personal and company profile,   build your network professionally; Showcase   your products and services on Facebook & Twitter; sharing photos, news and comments; Attracting traffic to your social media profiles; creating and joining groups; targeting who to follow, building followers; handling complaints and criticism. Understanding who to connect to, and how to avoid problems. Concepts of blogging using Blogger. Creating personal and corporate blog pages; Maintaining  your blog pages, attracting traffic to your blog, measuring your blog traffic;

### 2) Advanced Modules (April 23-25 2015)

#### a) Advanced PowerPoint

set up slides with Special Effects, Animation, Sound and Video. Presenting to a wider audience, Action Buttons, jumping to another Presentation. working with secondary screen, editing and importing charts; creating custom charts, using organization charts and diagrams, exporting outlines and presentation slides

#### b) Advanced Word Processing

create Master Documents; Adding Footnotes, Endnotes, and Citations; Managing Sources; Inserting a Bibliography; using Outline view, Diagrams and Hyperlinks; Collaborative editing, Adding & reviewing Comments, Tracking & reviewing Changes, macros and  Macro Buttons

#### c) Advanced Excel

Financial Functions, IF, AND, OR Logic Functions, VLOOKUP, HLOOKUP, and ISERROR. Scenarios, Goal Seek, Data Tables and Custom Views;  Comments; Formula Auditing;  Edit Macro Commands using the VBA window, Relative & Absolute References; Macro shortcut-Keys,  macro buttons

#### d) Advanced Social Media & Web

building professional & personal and corporate profiles on Linkedin; Designing, hosting and maintaining complete website in minutes using drag and drop systems; Getting targeted traffic to your web pages; Integrating Facebook, Linkedin and Twitter in  web pages; Internet advertising & search engine optimization; Google analytics; Monitoring blog and website traffic; Peer documents hosting and editing using Google Docs; optimizing Google search results using boolean query