ICT SKILLS TRAINING MANUAL: BE A BETTER COMPUTER USER

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This Computer Training Manual (ICT) compiled by experience iCT Instructors consists of the following applications:
1. Microsoft Word 2003, 2007 and 2010 versions
2. Microsoft Excel 2003, 2007 and 2010 versions
3. Microsoft PowerPoint 2003, 2007 and 2010 versions
4. Microsoft Window
5. Introduction to Computer manual

The articles in this "How to Manual" can teach you above applications even if you are a novice or newbie in the above applications.
The Manual will make you a better data processor. It is ideal for the following categories of office personnel / home workers:
1. Office Secretaries
2. Office Receptionists
3. Civil Servants
4. Students
5. Lawyers
6. Bankers
7. Business Centers Operators
8. Teachers
9. Academicians
10. Internet Marketers
11. All categories of persons except illiterate. If you are illiterate ignore this manual but if you are literate go for it and be able to process data/documents, analyze information and perform calculations, make effective presentations etc.

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