

# Microsoft Office New Solutions

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**CREATIVE KNOWLEDGE**

# TODAY'S CHALLENGES:

**While there is a huge increase in IT investments, organizations are facing problems building proper training solutions for employees.**

**This is due to the different levels of IT knowledge acquired.**



# HR AND TRAINING MANAGERS FACING THE FOLLOWING PROBLEMS:

Time and money resources are misplaced on common IT trainings that do not tackle the need.

Users are not fully aware of the IT capabilities present in their company. Therefore, IT investments are not entirely utilized.

IT training offered in the market does not consider the employees' job background.

Companies alter their training/functional plans according to trainings present in the market

**ROI** on training is not measurable on the short and long term.

Training large audiences make it impossible to keep track of progress and results.



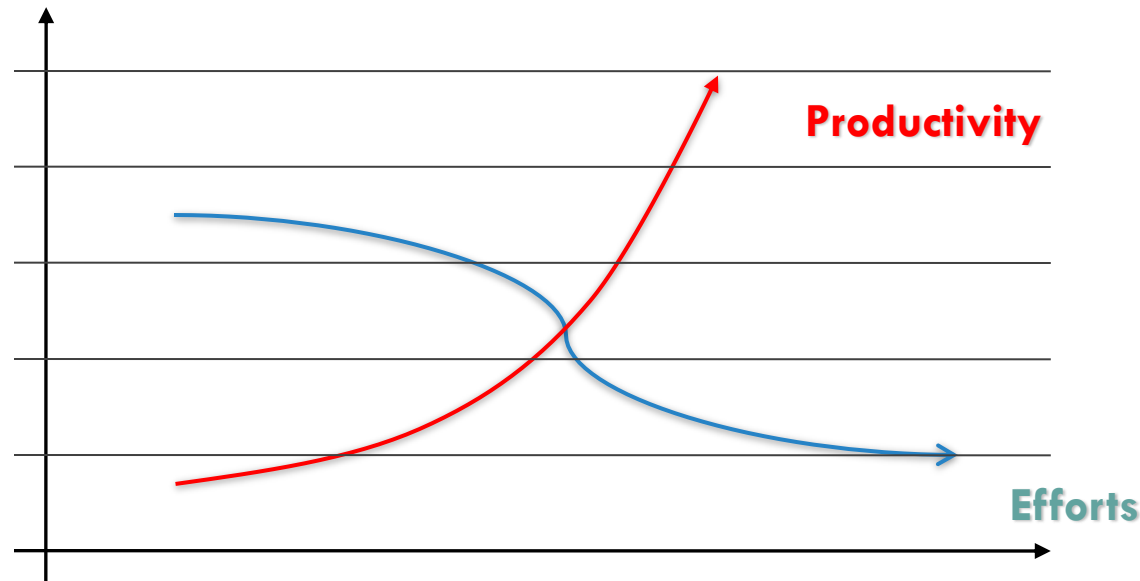
**COMPANY** has to create a unique solution to eliminate all of the above common setbacks

## COMPANY SOLUTION ALLOWS YOU TO:

- Increase the efficiency of your employees up to **50%**.
- Increase your training **ROI** on the short and long term, strategically and financially.
- Boost employee motivation through empowering them with IT skills relevant to their day-to-day job.
- Save up to **60%** on time spent on training, compared to trainings offered in the market.
- Precisely assess employees' performance progress.
- Allows employees to be trained based on companies need rather than available training curriculums offered.

The main idea is delivering MS Office training based on a clear understand for the customer needs using **Business features list** for nine MS Office Products to select the ideal solution for the customer job and deep understanding for the audiences level using “**training need assessment tool**”.

The goal is giving the customer the way to job success by **increase** the **productivity** and **decreases** the **efforts** with short time training.



# THE TOOLS

THE MICROSOFT OFFICE SYSTEM IS AN IDEAL CHOICE AS A COMPONENT OF OUR SOLUTIONS BECAUSE OF IT'S:

**Ability to connect with other Microsoft applications, such as [Microsoft Exchange Server](#), for scheduling integration.**

**Rapid impact on your business:**

- ***Use tools that are already in place and well-understood within your company. This existing familiarity will help [keep training costs low](#) for students, parents, and teachers.***
- ***[Low cost](#) of ownership as a result of using existing investments in Microsoft products.***
- ***Rich network of partners who are well-versed with Microsoft Office technologies and who can help you create a solution.***

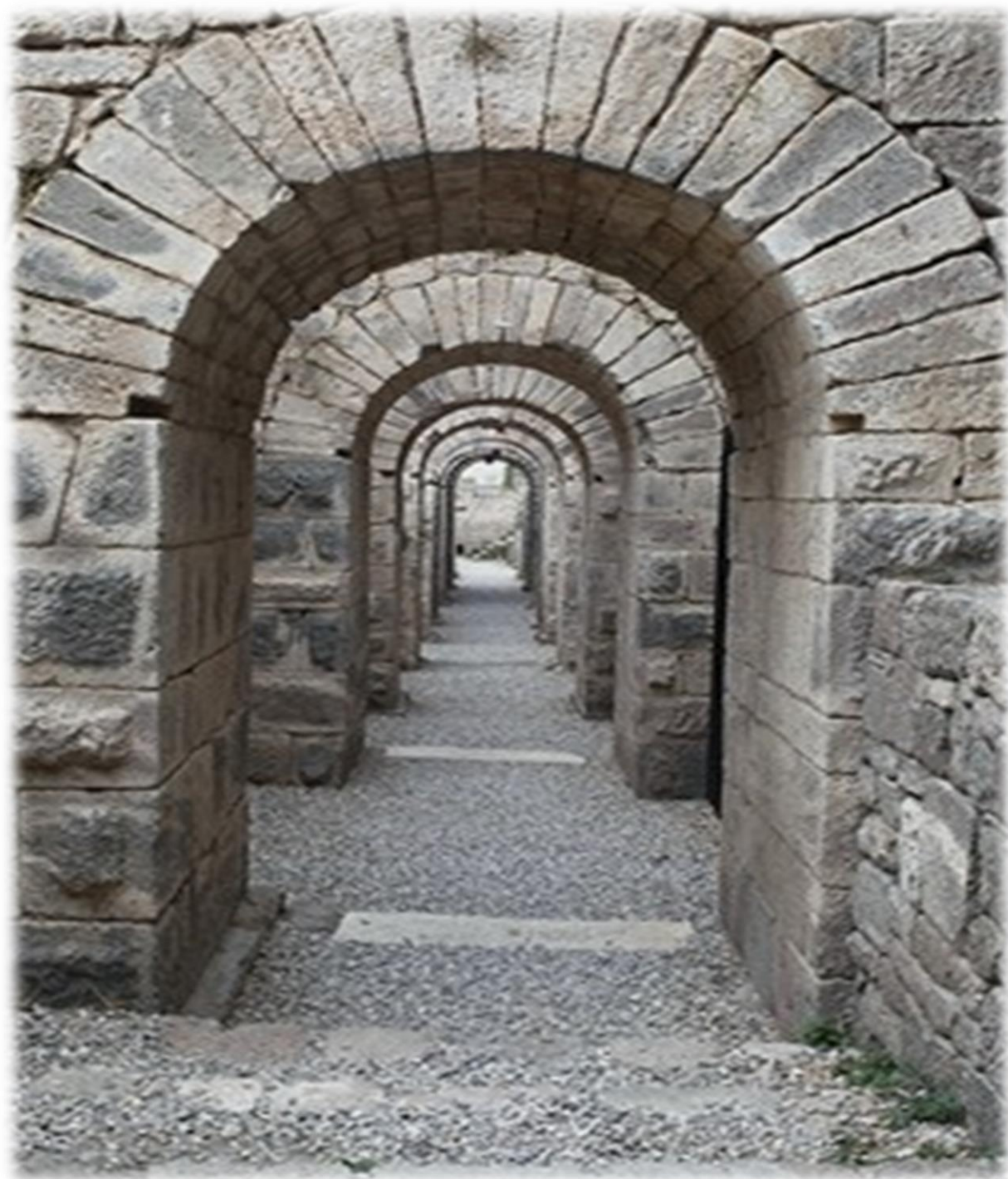


TO  
THE  
SOLUTION

Solutions  
Tailored To You

OR

Ready Made  
Customized Solutions



# Solutions Tailored To You

## Step One:



Meet the  
stakeholders



Get examples of  
the daily  
Templates



**Clear  
Understanding of  
our Customer's  
Needs**



## Step Two:

Using a list of MS Office business features to select the ideal solution for the customer.

To create this list of **175** business features, we used the integration features between nine MS Office Products (Word, Excel, Access, PowerPoint, Outlook, Project, Visio, OneNote and publisher).

## Step Three:

Unit	Topic	Assessment	Weighting
Unit 1	Introduction to Business	Written Exam	20%
Unit 2	Business Law	Written Exam	20%
Unit 3	Business Ethics	Written Exam	20%
Unit 4	Business Strategy	Written Exam	20%
Unit 5	Business Finance	Written Exam	20%
Unit 6	Business Marketing	Written Exam	20%
Unit 7	Business Operations	Written Exam	20%
Unit 8	Business Information Systems	Written Exam	20%
Unit 9	Business International Trade	Written Exam	20%
Unit 10	Business Globalization	Written Exam	20%
Unit 11	Business Sustainability	Written Exam	20%
Unit 12	Business Innovation	Written Exam	20%
Unit 13	Business Entrepreneurship	Written Exam	20%
Unit 14	Business Social Responsibility	Written Exam	20%
Unit 15	Business Corporate Governance	Written Exam	20%
Unit 16	Business Financial Accounting	Written Exam	20%
Unit 17	Business Managerial Accounting	Written Exam	20%
Unit 18	Business Taxation	Written Exam	20%
Unit 19	Business Insurance	Written Exam	20%
Unit 20	Business Real Estate	Written Exam	20%
Unit 21	Business Securities	Written Exam	20%
Unit 22	Business Banking	Written Exam	20%
Unit 23	Business Credit	Written Exam	20%
Unit 24	Business Leasing	Written Exam	20%
Unit 25	Business Factoring	Written Exam	20%
Unit 26	Business Trade Credit	Written Exam	20%
Unit 27	Business Cash Management	Written Exam	20%
Unit 28	Business Inventory Management	Written Exam	20%
Unit 29	Business Accounts Payable	Written Exam	20%
Unit 30	Business Accounts Receivable	Written Exam	20%
Unit 31	Business Capital Budgeting	Written Exam	20%
Unit 32	Business Risk Management	Written Exam	20%
Unit 33	Business Derivatives	Written Exam	20%
Unit 34	Business Fixed Income	Written Exam	20%
Unit 35	Business Equity	Written Exam	20%
Unit 36	Business Mergers and Acquisitions	Written Exam	20%
Unit 37	Business Restructuring	Written Exam	20%
Unit 38	Business Bankruptcy	Written Exam	20%
Unit 39	Business Insolvency	Written Exam	20%
Unit 40	Business Liquidation	Written Exam	20%
Unit 41	Business Reorganization	Written Exam	20%
Unit 42	Business Chapter 11	Written Exam	20%
Unit 43	Business Chapter 12	Written Exam	20%
Unit 44	Business Chapter 13	Written Exam	20%
Unit 45	Business Chapter 15	Written Exam	20%
Unit 46	Business Chapter 18	Written Exam	20%
Unit 47	Business Chapter 20	Written Exam	20%
Unit 48	Business Chapter 24	Written Exam	20%
Unit 49	Business Chapter 28	Written Exam	20%
Unit 50	Business Chapter 30	Written Exam	20%

Exam Skills List  
with **517** technical features

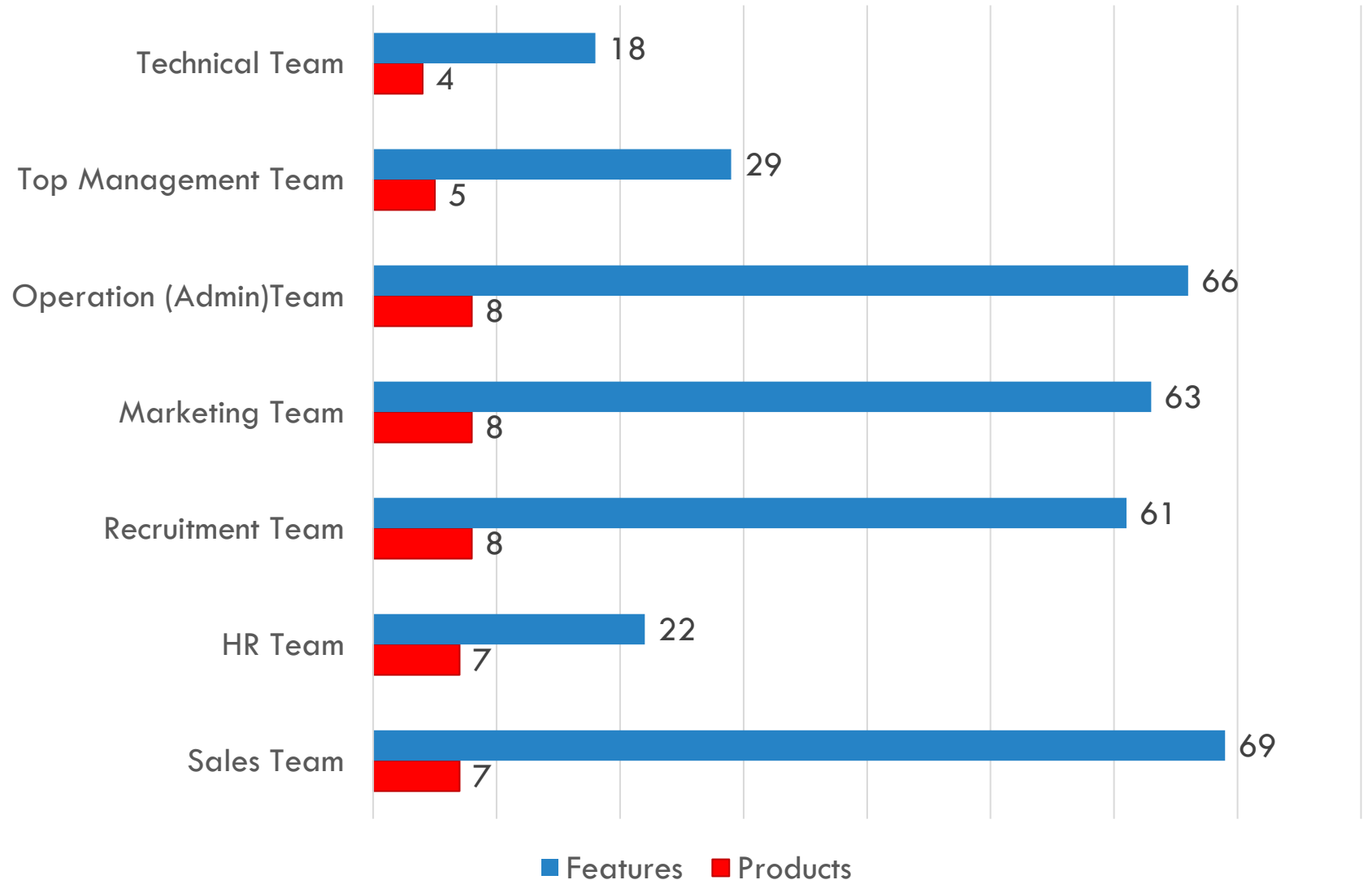
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## Training needs assessment

**Deep understanding of the professional level of the audience that will attend the training**

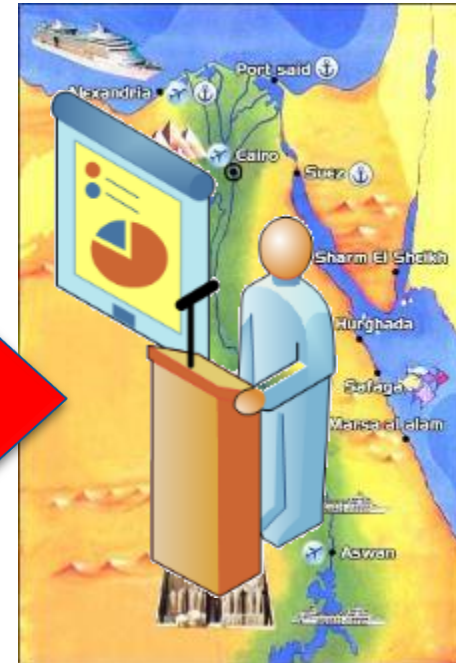
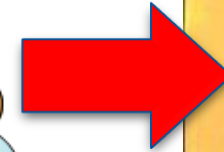
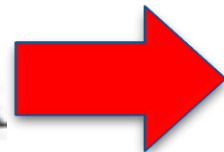
# Ready Made Customized Solutions

**We have 7 pre  
developed  
Customized  
Solutions  
Courses**

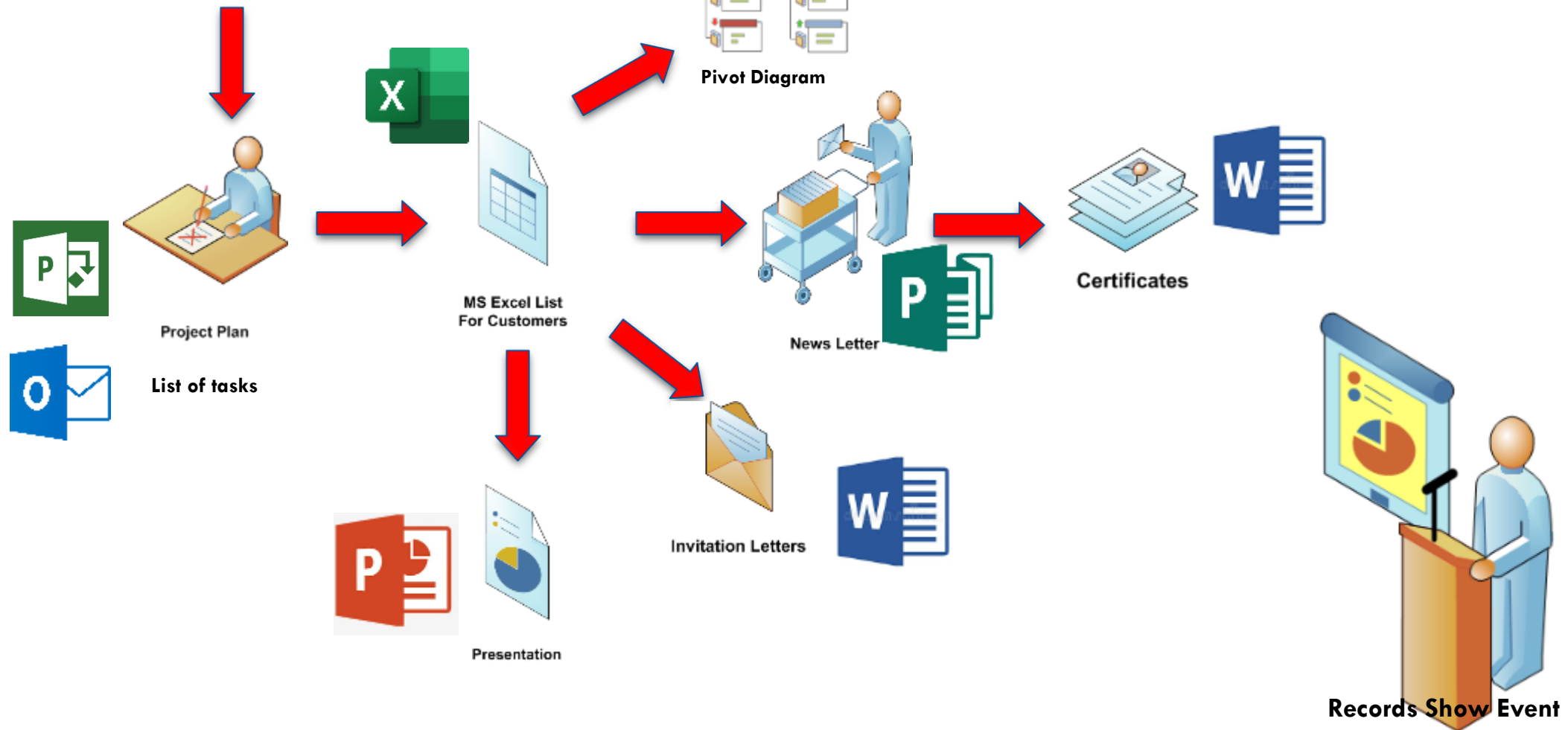




**Travel and  
Tourism  
Agency**



**Records Show  
Event**

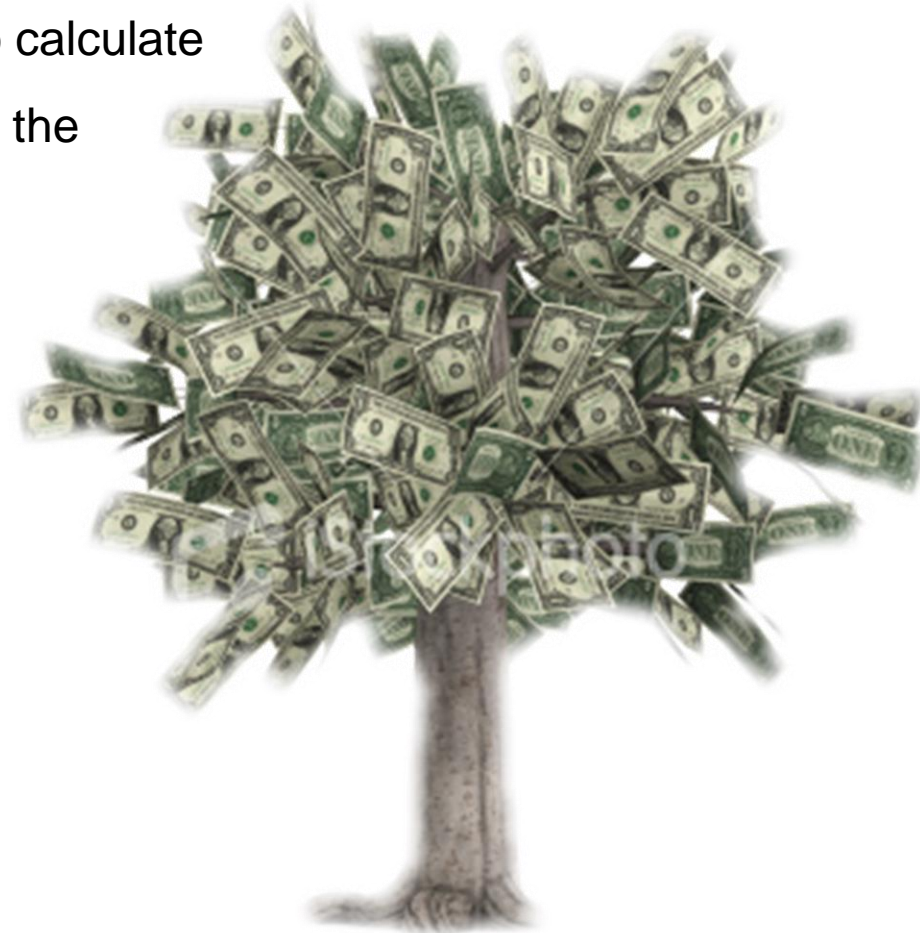


# Return on Investment

A performance measure used to evaluate the efficiency of an investment or to compare the efficiency of a number of different investments. To calculate ROI, the benefit (return) of an investment is divided by the cost of the investment; the result is expressed as a percentage or a ratio.

The return on investment formula:

$$\text{ROI} = \frac{\text{Gain from Investment} - \text{Cost of Investment}}{\text{Cost of Investment}}$$



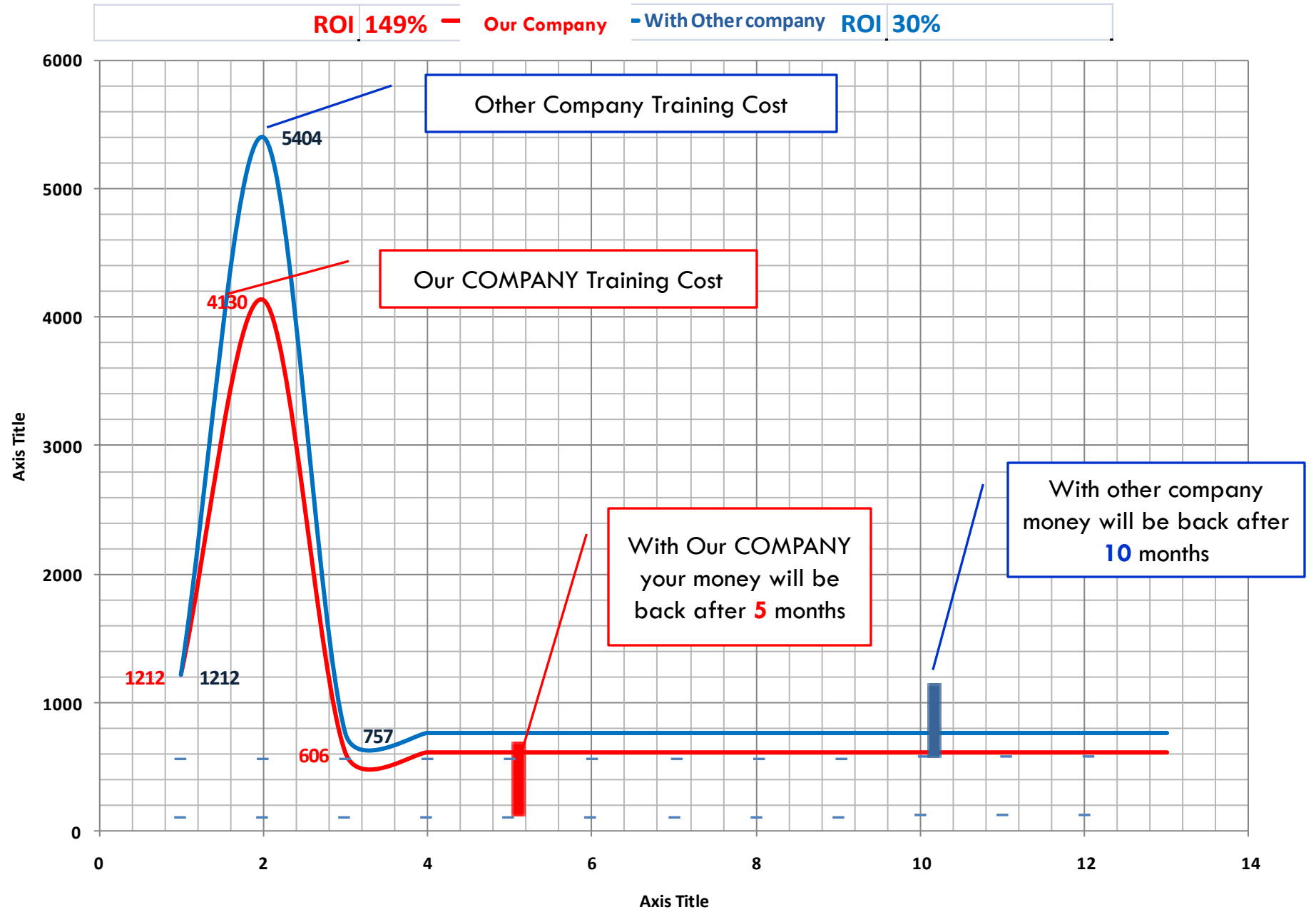


# What Does Return On Investment - ROI Mean?

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# Technology Partners

**SOPHOS**



# Our Customers



# Our Customers

