Overcast
UP Your Business.®

Microsoft
Partner

Microsoft

Gold Cloud Platform
Gold Cloud Productivity
Gold Datacenter
Gold Enterprise Mobility Management
Silver Collaboration and Content
Silver Security
Silver Small and Midmarket Cloud Solutions
Silver Windows and Devices

Rediscover Power Point

Explore the presentation's essential tool

At **OVERCAST** we understand the importance of generating modern, eye-catching and high-impact presentations, maximizing the functionalities that Power Point 2019 and Office 365 offers us

Course Offer

Basic Power Point

- Slide design
- Editing objects
- Image editing
- Tables and graphs

Duration: 1 hour

Intermediate Power Point

- Slides pattern
- Slide pattern
- Templates
- Animations
- 3D Presentations

Duration: 1 hour

Advanced Presentations

- Editing with Draw
- Record content and attach it to my ppt.
- Advanced graphics
- Power Point Live

Duration: 1 hour

From the basics to the professional application of tools, we encourage the usage of Power Point in your institution.

#UpYourBusiness with OVERCAST

Excel for the current office

Give your team all the skills to maximize the use of Excel in their inner processes.

Excel has regained strength as the most versatile and essential tool for today's collaboration.
At **OVERCAST** we recognize this and reinforce skills that allows us to take full advantage of the functionalities it offers us

Course offer

Basic Excel

- Formulas
- Functions
- Conditional formatting and formating
- Graphics
- Arrays

Duration: 1 hour

Intermediate Excel

- Filters and tables
- Access to external data
- Templates
- Pivot Tables
- Specialized graphics

Duration: 1 hour

Excel as a planning and tracking tool

- Work plans in Excel
- Automated time tracking
- Development of functions for project monitoring.

Duration: 1 hour

Regardless of the level of domain, we encourage the effective adoption and natural use of Excel in your organization.

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