

## Report writing and Microsoft skills

*Casablanca (Morocco)*

*11 - 15 August 2025*

UK Training

**PARTNER**



## Report writing and Microsoft skills

Code: SA28 From: 11 - 15 August 2025 City: Casablanca (Morocco) Fees: 3300 Pound

### Introduction

A technical report is more than just a representation of the sub-facts of a situation. Effective reporting can move people toward the desired course of action. Furthermore, this course consists of reports on different types of reports. We will master the structuring of defining reports, from the inception of the report to the completion of the report. We will also learn for a specific audience with a concrete sense of purpose. Provided assistance from abroad.

### Course Objectives

- Writing targeted practical and technical reports that meet the requirements of the reader.
- Various templates and report types for reporting purposes.
- Extract reliable queries effectively by searching and analyzing information.
- Make recommendations to those who have the willingness to provide support.
- Effectively apply Microsoft Excel and Word skills.
- Use skills to apply professional format.
- Application of the method, writing and formatting emails.

### Course outlines

#### Day 1: Report writing process

- An overview of report writing.
- Five easy steps to writing reports.
- Understanding the audience.
- Clarify the purpose.
- Planning layout and style.
- Using stones for writing.
- Professional writing: candid or impressive?

#### Day 2: Building reports

- Construction tools.
- Arranging different sections of the report.
- Writing captivating introductions.
- Conduct research and analysis.
- Deliver results called performance.
- Unbiased extraction.
- Tools and methodologies for efficient derivation.
- Putting it all together: a coherent and coherent report.

A graphic of a chessboard with several chess pieces (a king, a pawn, and a knight) on it, set against a background of concentric circles.

UK Training  
**PARTNER**

- Storytelling elements.

### Day 3: Report types and templates

- Learn about different reporting structures.
- Matching reports to cases.
- Six types of reports.
- investigative reports.
- Progress and Status Reports.
- periodic reports.
- Indicative reports.
- Show suggestions.
- financial reports.
- Report Templates.

### Day 4: Microsoft Excel and Word skills

- Import data from selected text.
- Searching for data within a workbook.
- Format worksheets and workbooks.
- Use professional templates available in MS Library.
- Navigating through a document Navigating for text, inserting hyperlinks.
- Professional layout application.

### Day 5: Examples, in writing and formatting emails

- An overview of email writing and formatting.
- Five easy steps to write an email.
- Understanding the audience.
- Clarify the purpose.
- Planning layout and style.
- Using stones for writing.

A graphic of a chessboard with several chess pieces (a king, a queen, a rook, and a knight) on it, set against a background of concentric circles. The text 'UK Training PARTNER' is overlaid on the board.

UK Training  
**PARTNER**

## Blackbird Training Cities

### Europe



Malaga (Spain)



Sarajevo (Bosnia and Herzegovina)



Oporto (Portugal)



Glasgow (Scotland)



Edinburgh (UK)



Oslo (Norway)



Annecy (France)



Bordeaux (France)



Copenhagen (Denmark)



Birmingham (UK)



Lyon (France)



Moscow (Russia)



Stockholm (Sweden)  
(Netherlands)



Podgorica (Montenegro)



Batumi (Georgia)



London (UK)



Istanbul (Turkey)



Amsterdam



Düsseldorf (Germany)



Paris (France)



Barcelona (Spain)



Munich (Germany)



Geneva (Switzerland)



Prague (Czech)



Vienna (Austria)



Rome (Italy)



Brussels (Belgium)



Madrid (Spain)



Berlin (Germany)



Lisbon (Portugal)



Zurich (Switzerland)



Manchester (UK)



Milan (Italy)



## Blackbird Training Cities

### USA & Canada



Los Angeles (USA)



Orlando, Florida (USA)



Online



Phoenix, Arizona (USA)



Houston, Texas (USA)



Boston, MA (USA)



Washington (USA)



Miami, Florida (USA)



New York City (USA)



Seattle, Washington (USA)



Washington DC (USA)



In House



Jersey, New Jersey (USA)



Toronto (Canada)

### Africa



Baku (Azerbaijan)  
(Thailand)



Maldives (Maldives)



Doha (Qatar)



Manila (Philippines)



Bali (Indonesia)



Bangkok



Beijing (China)



Singapore (Singapore)



Sydney (Australia)



Tokyo (Japan)



Jeddah (KSA)



Riyadh (KSA)



Dubai (UAE)



Kuala Lumpur (Malaysia)



Kuwait City (Kuwait)



Pulau Ujong (Singapore)



Jakarta (Indonesia)



Amman (Jordan)



Beirut (Lebanon)

UK Training  
**PARTNER**

## Blackbird Training Cities

### Asia



Kigali (Rwanda)



Cape Town (South Africa)



Accra (Ghana)



Lagos (Nigeria)



Marrakesh (Morocco)



Nairobi (Kenya)



Zanzibar (Tanzania)



Tangier (Morocco)



Cairo (Egypt)



Sharm El-Sheikh (Egypt)



Casablanca (Morocco)



Tunis (Tunisia)



## Blackbird Training Clients



UK Training  
**PARTNER**

## Blackbird Training Categories

### Management & Admin

Professional Skills  
Finance, Accounting, Budgeting  
Media & Public Relations  
Project Management  
Human Resources  
Audit & Quality Assurance  
Marketing, Sales, Customer Service  
Secretary & Admin  
Supply Chain & Logistics  
Management & Leadership  
Agile and Elevation

### Technical Courses

Hospital Management  
Public Sector  
Special Workshops  
Oil & Gas Engineering  
Telecom Engineering  
IT & IT Engineering  
Health & Safety  
Law and Contract Management  
Customs & Safety  
Aviation  
C-Suite Training



**BLACKBIRD**  
FOR TRAINING

 International House 185 Tower Bridge  
Road London SE1 2UF United Kingdom

 +44 7401 1773 35  
+44 7480 775526

 [Sales@blackbird-training.com](mailto:Sales@blackbird-training.com)

 [www.blackbird-training.com](http://www.blackbird-training.com)

UK Training  
**PARTNER**

