BLACKBIRD FOR TRAINING

Report writing and Microsoft skills

London (UK)

24 - 28 February 2025

Report writing and Microsoft skills

Code: SA28 From: 24 - 28 February 2025 City: London (UK) Fees: 4400 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.

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- 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.

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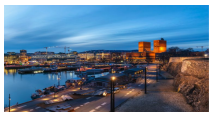
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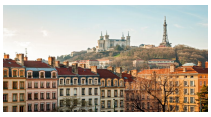
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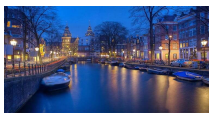
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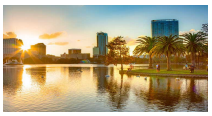
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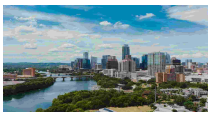
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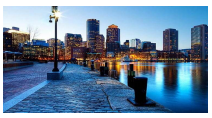
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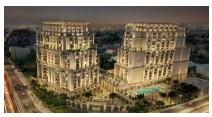
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