🌟 Excel & MS Word Course Schedule 🌟

📅 **Total Duration: 20 Days**

🚀 **Why Choose This Course?**

📌 Our **Excel & MS Word** for Data and **Documentation course** helps you become job-ready with strong practical skills. You'll learn how to **organize, clean, and analyze data** in Excel, **create reports, charts, and dashboards**, and document your work professionally in MS Word. With **expert guidance**, you won't just learn — you'll manage, analyze, and present data effectively! 🏆

📚 **Course Modules & Schedule**

🔹 Introduction to Excel and MS Word- 1 Day

   MS Word– 5 Days

   Excel - 13 Days

✅ Final feedback & course wrap-up – 1 Day

🎯 **What Makes Us Different?**

✅ Learn from Industry Experts – Get guidance from **experienced professionals** who teach Excel and MS Word for data handling and documentation in a clear, simple, and practical way. 👨‍🏫✨

✅ Hands-On Practice – Work with real datasets daily in Excel to **clean, analyze, visualize, and create dashboards**; and use MS Word to prepare professional reports and documents. 💻📊📝🔥

✅ Complete Career Support – From communication training to **mock interviews** and **resume building**, we help you gain the confidence needed to start your data management and documentation journey. 🌟🤝

🌟 **Join Us & Transform Your Future!**

🚀 **Your journey to success starts here!** This course is more than just learning it's about shaping your career, building confidence, and unlocking endless opportunities.

🎯 At Bright Future Academy, we don't just teach; we make you **learn by doing!** This hands-on approach equips you with the s**kills and confidence to excel in your career.** 🚀

📢 **Don't wait for opportunities create them!** Brighten your future with Bright Future Academy and gain the skills, experience, and confidence to thrive in the tech industry! 🚀💡

🔥 **Join Now** 🌟 **Your Tech Journey Starts Here!** 🌟