



## GIZ IT Tools and Applications for Daily Work

Information Technology or IT becomes more and more important in our private and professional life. For our work, it plays assistance role making our work process easier and faster. Sometimes we are facing problems in optimizing these tools and application in our work context. In this 3-day course, you will learn about fundamental IT concept, tools and applications within GIZ which are necessary for your daily work.

### Learning Objectives

At the end of the training, participants will:

- Know about GIZ log-in system and be able to manage their access and credential independently
- Know the fundamental of GIZ intranet and be able to use its basic functions e.g. searching relevant information for daily works, sharing information with others, customizing own menu/favorite.
- Know the basic functions of DMS and be able to manage documents for their own project or unit
- Be able to use some GIZ basic application e.g. GIZ file transfer, Skype for Business
- Know the basic IT security principle
- Have discussed and exchanged tips and tricks on MS office 2010 and other daily challenges

### Content / Topics

- GIZ Single Sign on System (SSO) and password management
- Fundamental of GIZ intranet and its basic functions
- Basic functions of DMS
- GIZ basic application e.g. GIZ file transfer, Skype for Business
- MS Word 2010: mail merge, relevant functions for report, layout design for publication, developer function
- MS Excel 2010: filtering, sorting and grouping information, drop-down function, basic excel formula, basic data analysis with pivot table
- MS Outlook 2010: email management with folders, email archive with personal folders, creating emails with quick parts, creating group contact, delivery function, using outlook calendar and meeting arrangement
- IT security

### About the trainer



#### Irwandi

is a IT Specialist in GIZ Office Indonesia. He has more than 10 years' experience in implementation and maintenance of computer network system in GIZ Office Indonesia as well as in project around Indonesia.

He is a Microsoft Certified Trainer and EC Council Certified Instructor. Moreover he is actively sharing his knowledge as IT security trainer.

**Date:** 30 Nov – 2 Dec 2016

**Venue:** Bangkok

**Course fees:** 1,040 EUR  
(include lunch, refreshment and training materials)

**Number of participants:** up to 20

### Who should attend this training

GIZ newcomers or staff who has less experience in GIZ intranet, DMS and MS office 2010. This course is a fundamental course and not recommended for staff who is already familiar with GIZ IT system.

### Training approach

- Interactive presentation
- Application of learning through selected own examples, elaborated in group work
- Group presentation and peer learning
- Reflection and discussion by participants
- Live demo

### Registration:

<http://training.thai-german-cooperation.info/>

### Contact us:

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#### Narumon Laohakangwanvit

Prior joining to the Academy for International Cooperation Bangkok, Narumon was Personal Assistant to Country Director and responsible for IT of GIZ Office Bangkok. She also has an educational background in Electronic Business. Over 8 years ago she has made experiences on email and appointment management with MS outlook, IT for customer relation management, and graphic and layout design.