



裴胜韬

易迪思 Office 金牌讲师、Office 办公软件培训讲师

微软（中国）内训计划专职讲师

长期从事企业级 Office 培训咨询及讲授工作；培训授课经验六年；
服务对象涉及诸多外资合资企业、政府部门、院校团体；具有丰富的企业级 IT 技术及高效办公系列课程培训经验。

擅长从细微之处获取客户需求，并根据客户需求订制 IT 系统软件应用及培训解决方案，帮助客户大幅提高员工工作效率；曾深入研究有关企业培训、成人教育相关课题，并将其应用于培训过程；善于深入浅出的讲解问题，课程结构条理清晰，举例严谨贴切；授课风格生动幽默，善于调动学员学习积极性，引导学员独立思考和解决问题，深受学员好评。

Office 办公系统系列课程包含 Office System 各组件应用方式及技巧，主要系列课程如下：

- Excel 数据分析工具大揭秘
- Excel 常用函数解析与实战
- Excel 分析结果的图表化呈现
- Excel 在日常工作中的入门应用
- Excel 宏与 VB 入门与实例分析
- Excel 数据分析思路与规范系列课程
- 使用 Excel 呈现智能分析报告
- Excel 在人事、财务、行政、销售等具体工作的应用案例与分析
- Excel 和 PowerPoint 及其他 Office 组件完美协作系列课程
- PowerPoint 商务演示制作规范与技巧系列课程
- PowerPoint 设计美化系列课程
- Word 办公软件应用技巧系列课程
- Word 文档规范编辑系列课程
- Outlook 高效邮件处理及日程管理系列课程

Office 办公软件系统系列课程主要服务客户如下：

- 微软（中国）有限公司
- 施耐德电气有限公司
- 中国科学院
- 中国海洋研究所
- 中国中铁股份有限公司
- 中国石化
- 中国石油
- 中国海洋石油
- 华北电力集团有限公司
- 冀北电力有限公司
- 中信建设投资有限公司
- 惠普中国有限公司
- 爱立信中国有限公司
- 国民银行(中国)有限公司
- 奥美广告有限公司
- 智威汤逊广告有限公司
- 北京市政路桥集团总公司
- 北京市市委党校
- 清华大学
- 南开大学
- 中国农业大学
- 北京工业大学



Pasta Pei

Microsoft Office Professional Trainer, Microsoft Certified Partner for Learning Solution

Engage in corporate Office training consulting and lecturing. Service for many MNCs, GOVs, colleges and universities.

Has more than 6 years 'extremely rich training experience on corporate IT techniques training and high efficient Office series courses training. Understand the subtleties of customers' need, also tailor to their requirements on IT system software applications and training solutions to help improve their work efficiency.

Researched intensively the topics about corporate training and adult education, which was used in his training courses. Be good at teaching in a simple but profound way, the courses 'structures are coherent and in good logic. Be good at motivating attendees' initiative moreover, with a humor teaching style in class, there were well acclaimed by trainees.

Microsoft Office system series courses include the application methods and techniques for each component of Office System. There are main serious courses as below:

- The Tools of Excel Data Analysis
- Analysis and Practical Case Study for Excel Common Functions
- How to Make your Analysis Result Become Graphing and Visualization in Excel
- Basic Excel knowledge on your daily work
- Basic Excel Macro and VB knowledge and Practical Case Study
- The Series Courses for Excel Data Analytical Thinking and Standard
- How to Make your Excel Become an Intelligent Report
- Excel Application Cases Study and Analysis in the functions of HR/Finance/Admin/Sales
- The Series Courses for Perfect Work among Excel, PowerPoint and other Components
- The Series Course for PowerPoint Standard Business Presentation Skills
- Design and Visualizing your PowerPoint
- Word Office Series Course
- Word Standardization Series Course
- High Effective Email and Calendar Management Series Course

Microsoft Office system series courses include main customers as below:

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|-------------------------------|---------------------------------|
| • China Microsoft | • J. Walter Thompson China |
| • China Hewlett-Packard | • Sinopec Group |
| • Schneider Electric (China) | • CNPC |
| • Ericsson | • CNOOC |
| • Chinese Academy of Sciences | • Tsinghua University |
| • Kookmin Bank | • NanKai University |
| • Institute of Oceanology | • China Huadian Corporate |
| • Ogilvy & Mather | • China Agricultural University |
| • China Railway Group Limited | • CITIC Construction Co. |