

**TRAINING RESEARCH AND DEVELOPMENT  
DIRECTORATE OF INFORMATION TECHNOLOGY & MEDIA SERVICES  
UNIVERSITY OF IBADAN**

**Digital Productivity Tools (DPT)**

Registration now opens for DPT Module 2, November diet.

Kindly read the guidelines before you register:

- Do not register for any module attended earlier
- Do not register now, if the initial invitation was not honoured
- Pay attention to dates & days of the week
- Registration is done per module. The link is opened monthly (last week of the month) to admit to the subsequent month Module. Please watch out! (the link remains same)
- Seek permission to attend from your department

Register at <https://forms.gle/TV2fCAi4tkDRrULR8>

**Schedule**

MONTH	DAYS	CONTENTS
November	4, 11, 18, 25	Microsoft Productivity Tools <ul style="list-style-type: none"><li>• Mail merge</li><li>• Automatic Table of Contents (TOC)</li><li>• Section Breaks &amp; Numbering</li><li>• Document reviewing – Track Changes, Comparing &amp; Combining</li></ul>

Thank you.

Soji Adisa