Microsoft Office Mastery: Excel, Word, & PowerPoint

COURSE OVERVIEW

This course takes a deep dive into Microsoft's most widely used productivity tools, equipping participants with the essential skills to create, manage, and present professional documents, spreadsheets, and presentations. The curriculum covers Microsoft Word for formatting and managing text-based documents, Microsoft Excel for data organization, analysis, and visualization, and Microsoft PowerPoint for designing impactful presentations. Participants will gain practical knowledge of advanced features such as formulas, pivot tables, mail merge, templates, charts, and multimedia integration, while also focusing on efficiency tips, collaboration features, and real-world applications.

WHO SHOULD ATTEND?

The target audience for this course includes business professionals, entrepreneurs, and anyone wanting to boost their skills in creating professional documents, managing data, and making engaging presentations. It is suitable for beginners looking to learn the basics as well as those with some experience who want to master advanced features. This course is ideal for people aiming to improve productivity, enhance their career opportunities, or efficiently use Microsoft Office tools in their daily work.

COURSE OUTCOMES

Delegates will gain the skills and knowledge to:
- Create and format professional documents using Microsoft Word.
- Organize, analyze, and visualize data effectively with Microsoft Excel.
- Build engaging and impactful presentations in Microsoft PowerPoint.
- Apply advanced Excel functions including formulas, charts, and pivot tables.
- Use Word features such as mail merge, templates, and references.
- Incorporate multimedia, animations, and transitions in PowerPoint.
- Collaborate on Office documents using cloud and shared tools.
- Apply productivity tips and best practices for efficient work.

KEY COURSE HIGHLIGHTS

At the end of the course, you will understand;
- Comprehensive coverage of Excel, Word, and PowerPoint fundamentals and advanced features.
- Data analysis, visualization, and reporting with Excel.
- Professional formatting and document design in Word.
- Techniques for creating dynamic and engaging presentations in PowerPoint.
- Insights into collaboration, cloud integration, and version control.
- Productivity tips and shortcuts for time-efficient Office use.
- Developing a complete business report with supporting data analysis and presentation slides.

All our courses are dual-certificate courses. At the end of the training, the delegates will receive two certificates.
1. A GTC end-of-course certificate
2. Continuing Professional Development (CPD) Certificate of completion with earned credits awarded.