Special Courses · SC254

Mastering Microsoft Office: From Basics to Advanced Proficiency

Online · 27 - 31 Dec 2026

Date	Venue	Duration
27 - 31 Dec 2026	**Online**	**1 Week**
Fee	Ref	Language
£1,400 GBP	**SC254**	**English**

Introduction

In today's digital age, proficiency in Microsoft Office is indispensable for professionals across all industries. "Mastering Microsoft Office: From Basics to Advanced Proficiency" is a meticulously designed training programme that guides participants through the fundamentals and advanced features of Microsoft Word, Excel, and PowerPoint. Whether you are a novice eager to learn the basics or an experienced user aiming to enhance your skills, this course provides a structured and immersive learning experience. By the end of this course, participants will possess the confidence and expertise to leverage these powerful tools to their fullest potential.

Course Objectives of Mastering Microsoft Office

Upon completing this programme, participants will be able to:

- Understand and Navigate the Interface: Learn to navigate the user interfaces of Word, Excel, and PowerPoint efficiently.
- Document Creation and Management: Develop skills to create, format, and manage documents, spreadsheets, and presentations.
- Advanced Functionalities: Explore advanced features like macros, pivot tables, and data visualisation.
- Customisation and Automation: Customise Office applications to suit individual needs and automate repetitive tasks.
- Collaboration and Integration: Master collaborative tools and integrate Microsoft Office with other applications and platforms.

Course Methodology of Mastering Microsoft Office

- Lectures and Expert Insights: Leading industry experts will share their insights and best practices.
- Case Studies: Analyse real-world talent acquisition challenges and solutions.
- Group Discussions: Engage in meaningful discussions and share experiences with peers.
- Role-Playing and Simulations: Practice recruitment scenarios to enhance skills.

- Hands-on Workshops: Gain practical experience in using recruitment tools and techniques.

Organisational Impact of Mastering Microsoft Office

This training programme will have a positive impact on organisations by:

- Enhanced Productivity: Equip employees with advanced skills to complete tasks more efficiently and accurately.
- Improved Document Quality: Foster a higher standard of documentation and presentations across the organisation.
- Better Data Management: Streamline data analysis and reporting processes, leading to more informed decision-making.
- Cost Efficiency: Reduce the need for outsourcing tasks that can be handled in-house by proficient staff.
- Competitive Advantage: Maintain a competitive edge by ensuring the workforce is adept in essential office software.

Personal Impact of Mastering Microsoft Office

Participants will experience personal growth and development, including:

- Increased Confidence: Build confidence in using Microsoft Office tools proficiently for various tasks.
- Career Advancement: Enhance your resume with advanced Office skills that are highly valued in the job market.
- Time Management: Save time on routine tasks through efficient use of Office features and automation.
- Versatility: Gain versatile skills applicable to numerous professional roles and industries.
- Collaboration Skills: Improve your ability to collaborate effectively with colleagues using shared documents and presentations.

Who Should Attend

This training programme is ideal for:

- Beginners: Individuals with little to no prior experience with Microsoft Office who want to build a strong foundation.
- Intermediate Users: Those who have basic knowledge and wish to expand their skills to an advanced level.
- Advanced Users: Professionals looking to master complex functionalities and optimise their use of Office tools.

Course Outlines

Day 1

Introduction to Microsoft Word

- Welcome and Course Overview
- Introduction to Microsoft Word Interface
- Creating and Saving Documents
- Basic Text Formatting (Fonts, Paragraphs, Styles)
- Working with Templates and Themes
- Inserting and Formatting Images, Tables, and Charts

- Headers, Footers, and Page Numbers
- Basic Document Review (Spell Check, Track Changes)

Day 2

Advanced Microsoft Word Techniques

- Advanced Formatting Techniques (Columns, Sections)
- Working with Long Documents (Table of Contents, Indexing)
- Using Mail Merge for Letters and Labels
- Customising Word with Macros and Add-ins
- Collaborating with Others (Comments, Real-Time Co-authoring)
- Finalising and Protecting Documents (PDFs, Permissions)

Day 3

Introduction to Microsoft Excel

- Introduction to Excel Interface
- Creating and Formatting Spreadsheets
- Basic Formulas and Functions (SUM, AVERAGE, IF)
- Working with Data (Sorting, Filtering)
- Creating and Formatting Charts and Graphs
- Basic Data Analysis Tools (PivotTables, Conditional Formatting)

Day 4

Advanced Excel Techniques

- Advanced Formulas and Functions (VLOOKUP, INDEX/MATCH)
- Data Validation and Advanced Data Analysis
- Using Macros to Automate Tasks
- Advanced PivotTables and PivotCharts
- Using Excel for Financial Modelling and Forecasting
- Collaborative Features (Shared Workbooks, Track Changes)

Day 5

Introduction to Microsoft PowerPoint

- Introduction to PowerPoint Interface
- Creating and Formatting Slides
- Working with Slide Masters and Templates
- Incorporating Multimedia (Images, Videos, Audio)
- Advanced Animation and Transition Techniques
- Preparing and Delivering Presentations (Presenter View, Printing Handouts)

Register or ask about this course online

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