

Microsoft Word and Excel Expert

Course Outline

Duration: 2 x 1 Day

Prerequisites: None

Audience: Anyone looking to advance their skills on Microsoft Word

Overview:

Microsoft Word and Microsoft Excel are becoming an integral part of companies today. In these courses you will learn to proficiently use the advanced features of Microsoft Word and Microsoft Excel. By then end of the course you will be able to guide others on using the advanced features.

Topics Covered:

Microsoft Word Expert (1 day)

<ul style="list-style-type: none"> • Managing Document Options • Design Advanced Documents • Create • Proposal Writing 	<p>You will learn how to proficiently use Word for document content management and advanced formatting. Critical skills for those in rolls such as editors, project managers, business information workers and educators. You will learn how to create and manage professional multi-page documents for a variety of specialized purposes and situations. You will customize your Word 2016 environments to meet project needs and to enhance productivity. You will learn how to create expert level documents that include a business plan, a research paper, a specialized brochure or a mass mailer.</p>
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Microsoft Excel Expert (1 day)

<ul style="list-style-type: none"> • Managing Workbook Options • Apply Custom Data Formats • Create Advanced Formulas • Create Advanced Tables and Charts 	<p>You will learn to create, manage, and distribute professional spreadsheets for a variety of specialized purposes and situations. You will customize your Excel 2016 environments to meet project needs and to enhance productivity. Expert workbook examples include custom business templates, multi-axis financial charts, amortization tables and inventory schedules.</p>
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