MERCURY

Office Pro: Word, Excel & PowerPoint Skills

18 – 22 July 2027
Cairo (Egypt)



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Ref: 16211_1010857 **Date:** 18 – 22 July 2027 **Location:** Cairo (Egypt) **Fees:** 4000 Euro

Introduction:

In today's fast-paced digital work environment, proficiency in Microsoft Office tools is essential for productivity, efficiency, and professional growth. The Office Pro: Word, Excel, and PowerPoint Skills course equips participants with the practical and advanced functionalities of the three core Microsoft Office programs.

This Office Pro: Word, Excel, and PowerPoint Skills training ensures learners can create professional documents, manage data effectively, and design powerful presentations. Whether you're preparing reports, analyzing business metrics, or delivering engaging visuals, mastering these tools will significantly enhance your output.

The Office Pro: Word, Excel, and PowerPoint Skills program emphasizes hands-on learning, real-world examples, and task-based instruction for long-term retention. Each module progresses from foundational skills to more advanced techniques to accommodate varying experience levels. Participants will confidently handle everyday and advanced tasks across Word, Excel, and PowerPoint.

Targeted Groups:

This Office Pro: Word, Excel, and PowerPoint Skills training targets professionals seeking specialized knowledge and skills:

- Administrative professionals and office assistants.
- HR and finance staff need reporting and data handling tools.
- Project managers and coordinators.
- Marketing and communication specialists.
- Sales representatives prepare reports and presentations.
- Government employees in clerical and technical roles.
- Teachers, educators, and academic staff.
- Entry-level professionals across sectors.
- Customer service and support teams.
- Freelancers and consultants require office software fluency.

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Course Objectives:

Participants will achieve the following objectives by the Office Pro: Word, Excel, and PowerPoint Skills course:

- Develop the ability to format professional documents using MS Word.
- Apply document layout tools for structured business reports.
- Create and customize templates for efficiency.
- Use Excel to enter, format, and manipulate data sets.
- Perform calculations using basic to intermediate formulas and functions.
- Generate charts, pivot tables, and dashboards for data visualization.
- Use conditional formatting and data validation effectively.
- Create professional presentations with custom layouts in PowerPoint.
- Apply transitions, animations, and multimedia features.
- Structure presentations for clarity, impact, and audience engagement.
- Integrate data between Word, Excel, and PowerPoint.
- Build productivity using shortcuts and best practices.
- Troubleshoot common errors and optimize documents for printing or sharing.
- Strengthen digital communication through document quality.
- Improve confidence and efficiency using office productivity software.

Targeted Competencies:

Participants will gain the following competencies during the Office Pro: Word, Excel, and PowerPoint Skills program:

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- Document design and formatting for business communication.
- Data entry accuracy and numerical analysis.
- Spreadsheet creation and modification.
- Presentation structure and visual storytelling.
- Integration of multiple Office tools.
- Digital organization and file management.
- Time-saving techniques and shortcut applications.
- Presentation confidence using multimedia tools.
- Analytical thinking via Excel functions.
- Document proofreading and formatting consistency.

Course Content:

Unit 1: Mastering Microsoft Word for Professional Documents:

- Navigate the Word interface and customize the ribbon.
- Create, save, and organize documents using file management best practices.
- Use formatting tools: font styles, alignment, bullets, and numbering.
- Apply paragraph spacing, indents, and line spacing for readability.
- Insert headers, footers, and automatic page numbers.
- Work with tables, columns, and section breaks.
- Use styles and themes for consistent branding.
- Track changes, add comments, and collaborate in real-time.
- Convert documents to PDF and adjust print settings efficiently.

Unit 2: Excel Essentials - Data Management and Calculation:

- Navigate the Excel interface and enter structured data.
- Use formatting tools for rows, columns, cells, and ranges.
- Apply simple formulas like SUM, AVERAGE, MIN, and MAX.
- Use logical functions IF, AND, OR for decision-making.
- Sort, filter, and organize large datasets.
- Create basic charts column, pie, line for data representation.
- Apply conditional formatting to highlight key trends.
- Use absolute and relative cell references correctly.
- Print and export sheets with accurate formatting.

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Unit 3: Intermediate Excel - Analysis, Visualization & Automation:

- Use VLOOKUP, HLOOKUP, INDEX, and MATCH for advanced referencing.
- Create and customize pivot tables and pivot charts.
- Generate dynamic dashboards using charts and slicers.
- Use data validation for clean data entry.
- Implement What-If Analysis and Goal Seek tools.
- Use named ranges and structured references in formulas.
- Protect sheets and workbooks using permissions.
- Use Macros for repetitive task automation.
- Audit formulas with tracing and error checking.

Unit 4: PowerPoint Fundamentals and Visual Storytelling:

- Navigate PowerPoint and use slide master layouts.
- Choose appropriate slide layouts and apply themes.
- Insert text, images, icons, shapes, and charts.
- Apply consistent transitions and animations.
- Embed videos, audio, and hyperlinks for interaction.
- Use SmartArt for the visual representation of concepts.
- Structure slides for flow and readability.
- Add speaker notes and rehearse slide timings.
- Export presentations to video or PDF formats.

Unit 5: Integrated Office Skills and Real-World Applications:

- Link Excel data into Word reports and PowerPoint slides.
- Embed and update charts and tables across Office tools.
- Create meeting minutes templates with Word and Excel.
- Generate sales presentations using combined data and visuals.
- Build performance reports with charts, dashboards, and summaries.
- Apply branding and consistency across documents.
- Simulate business scenarios for real-world practice.
- Use cloud tools OneDrive for online collaboration.
- Final assessment: Create an integrated office project.

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Final Insights & Key Takeaways:

By completing this course, learners will gain the productivity skills essential in modern offices. The ability to create polished documents, dynamic spreadsheets, and compelling presentations will directly enhance career performance. Integrated Office proficiency is a highly sought-after digital skill across industries. This course prepares participants to operate with efficiency, clarity, and confidence.