MERCURY

Advanced (MS) Microsoft Office Skills Training

28 March – 1 April 2027
Manama (Bahrain)



Dubai - UAE: +971 4 450 5697
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Ref: 15145_253921 **Date:** 28 March – 1 April 2027 **Location:** Manama (Bahrain) **Fees:** 5500 Euro

Introduction:

This comprehensive advanced MS Microsoft Office skills training program is designed to elevate your proficiency in the suite of Microsoft Office applications, empowering you with advanced skills and techniques to maximize productivity and efficiency in a professional setting.

Whether you are a seasoned user looking to refine your expertise or master complex functionalities, this course provides in-depth training on Microsoft Word, Microsoft Excel, Microsoft PowerPoint, Microsoft OneNote, Microsoft Outlook, Microsoft Publisher, Microsoft Access, and Skype for Business.

In this course, you will explore advanced features of Microsoft Word, including complex document formatting, collaboration tools, and automation through macros. With Microsoft Excel, you will dive into sophisticated data analysis, advanced formulas, pivot tables, and data visualization techniques. Microsoft PowerPoint training will enhance your ability to create dynamic, impactful presentations with multimedia integration and advanced animation techniques.

The course also covers Microsoft OneNote, where you will learn to organize and manage information efficiently with advanced note-taking and collaboration features. In Microsoft Outlook, you will master email management, calendar optimization, and advanced communication tools to streamline your workflow. Microsoft Publisher training focuses on creating professional-quality publications with advanced layout and design tools.

For database management, Microsoft Access will provide you with the skills to create and manage complex databases, perform advanced queries, and generate detailed reports. Additionally, you will gain expertise in Skype for Business, learning to conduct virtual meetings, collaborate seamlessly, and utilize advanced communication features to enhance remote teamwork.

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Targeted Groups:

- Corporate Professionals.
- Administrative Assistants.
- Project Managers.
- Data Analysts.
- Marketing and Sales Teams.
- Educators and Trainers.
- IT Professionals.
- Small Business Owners.
- Financial Analysts.
- HR Specialists.
- Executive Assistants.
- Communication Coordinators.

Course Objectives:

Upon completion of this advanced MS Microsoft Office skills course, participants will be able to:

- Master advanced document formatting and automation in Microsoft Word.
- Perform complex data analysis and create sophisticated formulas in Microsoft Excel.
- Design dynamic, multimedia-rich presentations in Microsoft PowerPoint.
- Organize and manage information efficiently using advanced features in Microsoft OneNote.
- Optimize email management and calendar functions in Microsoft Outlook.
- Create professional-quality publications with advanced tools in Microsoft Publisher.
- Developed and managed complex databases with advanced queries and reports in Microsoft Access.
- Facilitate virtual meetings and enhance remote collaboration using Skype for Business.
- Integrate Microsoft Office applications for seamless workflow and collaboration.
- Utilize macros and automation features to streamline tasks in Word and Excel.
- Generate detailed reports and data visualizations in Excel and Access.
- Enhance remote communication and teamwork capabilities with Skype for Business.

Targeted Competencies:

Upon completion of this advanced MS Microsoft Office skills training, participants competencies will be able to:

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- Advanced Document Formatting Word.
- Complex Data Analysis Excel.
- Dynamic Presentation Design PowerPoint.
- Efficient Information Management OneNote.
- Advanced Email and Calendar Management Outlook.
- Professional Publication Design Publisher.
- Database Creation and Management Access.
- Virtual Meeting Facilitation Skype for Business.
- Collaboration and Teamwork Office Suite Integration.
- Automation and Macros Word and Excel.
- Data Visualization Excel and PowerPoint.
- Report Generation Access.
- Multimedia Integration PowerPoint and Publisher.
- Advanced Query Functions Access.
- Remote Communication Skills Skype for Business.

Course Content:

Unit 1: Advanced Microsoft Word:

- Master advanced formatting techniques.
- Use styles and templates effectively.
- Implement mail merge for mass communication.
- Create and customize macros for automation.
- Collaborate using track changes and comments.
- Design complex tables and charts.
- Generate a table of contents and index.
- Work with advanced referencing tools.

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Unit 2: Advanced Microsoft Excel:

- Utilize advanced formulas and functions.
- Create and analyze pivot tables.
- Develop complex charts and graphs.
- Implement data validation and conditional formatting.
- Use Power Query for data transformation.
- Automate tasks with Excel macros.
- Perform statistical analysis and forecasting.
- Collaborate and share workbooks securely.

Unit 3: Advanced Microsoft PowerPoint:

- Design engaging multimedia presentations.
- Use advanced animation and transition effects.
- Integrate audio, video, and other media.
- Customize slide masters and templates.
- Implement slideshow techniques for impact.
- Collaborate and review presentations.
- Use presenter view and other delivery tools.
- Create interactive and non-linear presentations.

Unit 4: Advanced Microsoft OneNote:

- Organize notebooks, sections, and pages effectively.
- Utilize advanced note-taking techniques.
- Embed multimedia and files within notes.
- Use tags for better organization.
- Share and collaborate on notebooks.
- Integrate OneNote with other Office apps.
- Utilize OneNote for project management.
- Implement advanced search and indexing features.

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Unit 5: Advanced Microsoft Outlook:

- Optimize email management and organization.
- Use advanced calendar features for scheduling.
- Implement rules and alerts for automation.
- Manage tasks and to-do lists effectively.
- Integrate Outlook with other Office apps.
- Use advanced search and filtering techniques.
- Collaborate using shared calendars and mailboxes.
- Secure emails with encryption and digital signatures.

Unit 6: Advanced Microsoft Publisher:

- Create professional-quality publications.
- Use advanced layout and design tools.
- Work with templates and customize them.
- Integrate graphics, text, and other media.
- Implement advanced printing and publishing options.
- Use mail merge for personalized publications.
- Collaborate and share Publisher files.
- Optimize publications for different formats.

Unit 7: Advanced Microsoft Access:

- Design and manage complex databases.
- Create advanced queries and forms.
- Generate detailed reports and data summaries.
- Use macros for database automation.
- Implement advanced data validation techniques.
- Secure and protect Access databases.
- Integrate Access with other Office apps.
- Perform advanced data analysis and visualization.

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Unit 8: Advanced Skype for Business:

- Conduct virtual meetings and conferences.
- Utilize advanced communication tools.
- Share screens and collaborate in real-time.
- Record and manage meeting content.
- Integrate Skype with Outlook for scheduling.
- Use advanced settings for better meeting control.
- Implement security measures for communications.
- Facilitate teamwork with group messaging and file sharing.

Conclusion:

By the end of this course, you will be equipped with the advanced Microsoft Office skills necessary to excel in today's competitive business environment and drive efficiency and productivity in your professional endeavors. Get ready to transform your Microsoft Office capabilities and achieve new heights in your career with our advanced Microsoft Office skills training course.