



Information Technology

Microsoft Office

Course Introduction

This training course is designed to provide participants with the basic and advanced techniques needed to use all Microsoft Office programs. This course will allow participants to explore the Microsoft office environment and create a presentation.

You will acquire advanced skills working within Microsoft Word, Excel, PowerPoint, Outlook, and Access.

Target Audience

Anyone looking for developing his/her professional life efficiently by enhancing knowledge and improving the use of all Microsoft Office programs

Learning Objectives

- Master creating and editing formulas, audit equations, and present information in charts and tables
- Understand How to create and format professional business documents, including mail merges, Web pages, and interactive forms
- Master creating slide presentations, including editing graphics, formatting text and text boxes, and animating objects and transitions
- Understand How to create and edit Outlook objects, such as e-mail, meetings, tasks, and contacts
- Master creating and Managing databases, including creating tables, forms, reports and strategies for archiving data with Action Queries

Course Outline

- **Day 01**

- Introduction to Microsoft Excel**

- Creating a Microsoft Excel Workbook**

- The Ribbon
 - The Backstage View (The File Menu)
 - Entering Data in Microsoft Excel Worksheets
 - Formatting Microsoft Excel Worksheets
 - Using Formulas in Microsoft Excel
 - Working with Rows and Columns
 - Editing Worksheets
 - Finalizing Microsoft Excel Worksheets
 - Microsoft Excel Features that Were New in 2013
 - Features New in 2019
 - Introduction to Microsoft Excel 2016 Exam

- Intermediate Microsoft Excel 2019**

- Advanced Formulas
 - Working with Lists
 - Working with Illustrations
 - Visualizing Your Data
 - Working with Tables
 - Advanced Formatting

- Microsoft Excel Features that Were New in 2013
- Features New in 2019
- Intermediate Microsoft Excel 2019 Exam

Advanced Microsoft Excel 2019

- Using Pivot Tables
- Auditing Worksheets
- Data Tools
- Working with Others
- Recording and Using Macros
- Random Useful Items
- Microsoft Excel Features that Were New in 2013
- Features New in 2019
- Advanced Microsoft Excel 2019 Exam

Practical Application

• Day 02

Introduction to Microsoft Word 2019

- Creating a Microsoft Word Document
- The Ribbon
- The File Tab
- The Quick Access Toolbar
- Formatting Microsoft Word Documents
- Editing Documents
- Finalizing Microsoft Word Documents
- Introduction to Microsoft Word 2019 Exam

Intermediate Microsoft Word 2016

- A. Advanced Formatting
- B. Working with Tables
- C. Working with Images
- D. Page Layout
- E. Working with Illustrations
- F. Viewing Your Document(s)
- G. Intermediate Microsoft Word 2019 Exam

Advanced Microsoft Word 2019

- A. Working with Long Documents
- B. Reviewing and Collaborating on Documents
- C. Comparing and Combining Documents
- D. Managing Mailings
- E. Protecting Documents
- F. Random Useful Items
- G. Advanced Microsoft Word 2019 Exam

• Day 03

Introduction to Microsoft PowerPoint 2019

- A. Creating a PowerPoint Presentation
- B. The Ribbon
- C. The Quick Access Toolbar
- D. The Backstage View (The File Menu)
- E. Formatting Microsoft PowerPoint Presentations
- F. Working with Images
- G. Working with Tables and Charts
- H. Finalizing Microsoft PowerPoint Presentations
- I. Introduction to Microsoft PowerPoint 2019 Exam

Advanced Microsoft PowerPoint 2019

- A. Customizing Presentations
- B. Presentation Masters
- C. Working with Special Effects
- D. Using SmartArt
- E. Multimedia
- F. Setting up the Slide Show
- G. Outlines and Slides
- H. Managing Multiple Presentations
- I. Sharing and Securing a Presentation

- J. Features New in 2019
- K. Advanced Microsoft PowerPoint 2019 Exam

• Day 04

Introduction to Microsoft Outlook 2019

- A. The Outlook 2019 Interface
- B. Performing Popular Tasks in Outlook 2019
- C. Working with Messages
- D. Working with the Calendar
- E. Organizing Contacts
- F. Introduction to Microsoft Outlook 2019 Exam

Advanced Microsoft Outlook 2019

- A. Working with Tasks and Notes
- B. Using Signature and Themes
- C. Managing Your Inbox
- D. Working with Multiple Email Accounts
- E. New Features in 2019
- F. Advanced Microsoft Outlook 2019 Exam

Practical Application

• Day 05

Introduction to Microsoft Access 2019

- A. Quick Overview of the Access User Interface
- B. Fundamentals
- C. Tables and Their Views
- D. Tables

Queries

- F. Forms
- G. Reports
- H. Databases and Access Terms
- I. Introduction to Microsoft Access 2019 Exam

Advanced Microsoft Access 2019

- A. Relationships
- B. Queries
- C. Table Functions
- D. Forms
- E. Reports
- F. Macros
- G. Completing the Desktop Application
- H. Advanced Microsoft Access 2019 Exam

Practical Application

Confirmed Sessions

FROM	TO	DURATION	FEES	LOCATION
Dec. 15, 2025	Dec. 19, 2025	5 days	4250.00 \$	UAE - Abu Dhabi