GLOBAL HORIZON PLUS
TRAINING CENTER



# *Mastering Microsoft Office: From Basics to Advanced Proficiency*

*Kuala Lumpur -*

*21-12-2026*

# Mastering Microsoft Office: From Basics to Advanced Proficiency

Course code: SC254 From: 21-12-2026 Venue: Kuala Lumpur - Course Fees: 5000 £

## 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 program 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 program, 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 visualization.
- Customization and Automation: Customize 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: Analyze 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.

## Organizational Impact of Mastering Microsoft Office

### This training program will have a positive impact on organizations 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 organization.
- 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 program 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 optimize 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
- Customizing Word with Macros and Add-ins
- Collaborating with Others (Comments, Real-Time Co-authoring)
- Finalizing 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 Modeling 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)