

# Microsoft Office Mastery: Word, Excel & PowerPoint with AI

Duration: 40 Hours

## Course Overview

This course builds practical skills in MS Word, Excel, and PowerPoint, covering formatting, data analysis, and presentation design. It also introduces AI features to improve productivity, automate tasks, and create impactful documents, dashboards, and presentations.

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## Microsoft Word – Modules 12 Hours

### Module 1: Advanced Formatting

- Shading, Borders, Styles
- Paragraph spacing & formatting symbols
- Editing PDFs
- AI: Content rewriting, formatting suggestions

### Module 2: Working with Tables

- Insert tables
- Table styles & formatting
- Structuring data

### Module 3: Working with Images

Insert, resize, and position images

- Text wrapping

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- **Image effects and adjustments**

#### **Module 4: Page Layout**

- **Orientation, size, columns**
- **Section & page breaks**
- **Alignment tools**

#### **Module 5: Illustrations & SmartArt**

- **Charts, icons, shapes**
- **SmartArt and captions**
- **Building blocks**

#### **Module 6: Viewing & Navigation**

- **Document views**
- **Navigation pane**
- **Multiple windows**

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## **Microsoft Excel – Modules Hours: 16**

### **Module 1: Excel Foundations**

- **Cell referencing (absolute, relative, mixed)**
- **Named ranges**
- **Shortcuts & customization**

### **Module 2: Basic Functions**

**SUM, AVERAGE, COUNT, MIN, MAX**

### **Module 3: Logical & Conditional Functions**

- **IF, Nested IF**

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- **COUNTIF, SUMIF**

#### **Module 4: Data Visualization**

- **Charts, formatting**
- **Sparklines**
- **Chart templates**

#### **Module 5: Working with Multiple Sheets**

- **Linking worksheets**
- **Consolidation**
- **3D references**

#### **Module 6: Lookup Functions**

- **VLOOKUP, HLOOKUP**
- **INDEX & MATCH**

#### **Module 7: Data Protection & Sharing**

- **Collaboration**
- **Protect sheets/workbooks**

#### **Module 8: Forecasting & What-if Analysis**

- **Goal Seek**
- **Scenarios**
- **Data tables**

#### **Module 9: Data Formatting**

**Conditional formatting**

**Highlighting insights**

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## **Module 10: Data Cleaning**

- **Remove duplicates**
- **Handle blanks**

## **Module 11: Automation**

- **Data validation**
- **Macros**

## **Module 12: Advanced Formulas**

- **SUMPRODUCT, OFFSET**
- **Combined formulas**

## **Module 13: Pivot Tables & Dashboards**

- **Create pivot tables**
- **Pivot charts**
- **Slicers**

## **Module 14: AI in Excel**

- **Data insights**
- **Trend analysis**
- **AI-based forecasting**

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## **Microsoft PowerPoint – Modules Hours: 12**

### **Module 1: Working with Images & Objects**

- **Images, icons, screenshots**  
**Shapes and arrangement**

### **Module 2: Tables & Charts**

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- **Insert and format tables**
- **Import charts**

### **Module 3: Views & Presentation Setup**

- **Views, notes**
- **Slide show setup**

### **Module 4: Backstage & File Management**

- **Templates**
- **File properties**

### **Module 5: Design & Themes**

- **Themes, backgrounds**
- **Headers/footers**

### **Module 6: Slide Master**

- **Layouts**
- **Branding and consistency**

### **Module 7: Animations & Effects**

- **Animations, motion paths**
- **Timing**

### **Module 8: SmartArt & Visuals**

- **SmartArt creation**
- **Editing visuals**

### **Module 9: Multimedia**

**Audio/video**

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## **Photo albums**

### **Module 10: Advanced Slide Show Tools**

- **Hyperlinks**
- **Action buttons**
- **Recording**

### **Module 11: Managing Presentations**

- **Merge presentations**
- **Reuse slides**

### **Module 12: AI for Presentations**

- **AI design tools**
  - **Auto content generation**
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