

Microsoft 365 Office & Power BI

Productivity Masterclass

Duration: 128 Hours

Delivery Method: Instructor-Led Training

Level: Beginner to Advanced

Technology: Microsoft Word 365, Microsoft Excel 365, Microsoft PowerPoint 365, Microsoft Power BI

Course Type: Comprehensive Office Productivity & Business Analytics Program

COURSE OVERVIEW

This comprehensive 128-hour program is designed to build advanced productivity, document management, spreadsheet analysis, presentation design, and business intelligence skills using Microsoft 365 Apps and Power BI.

The course begins with **Microsoft Word 365**, covering document creation, formatting, tables, graphics, styles, themes, mail merge, macros, collaboration, and advanced document features. Learners then progress to **Microsoft Word Expert**, focusing on advanced document settings, templates, document protection, styles, building blocks, indexes, bibliographies, forms, fields, macros, and advanced mail merge.

The Excel portion covers **Microsoft Excel 365**, including worksheets, formulas, functions, tables, charts, PivotTables, data validation, conditional formatting, external data, Power Query, macros, VBA, and collaboration. The **Excel Expert** component advances into complex formulas, logical and lookup functions, advanced date and time functions, data analysis, advanced charts, PivotTables, PivotCharts, formula troubleshooting, and macros.

The PowerPoint section develops presentation creation and delivery skills, including text, images, shapes, SmartArt, tables, charts, animations, transitions, multimedia, collaboration, Slide Master, Presenter View, accessibility, and presentation delivery.

The program concludes with **Power BI**, covering data acquisition, Power Query, data transformation, data modeling, DAX, visualizations, dashboards, advanced analytics, workspaces, semantic models, scheduled refresh, row-level security, Copilot for Power BI, and Microsoft Fabric.

COURSE OBJECTIVES

By the end of this program, participants will be able to:

- Create, format, manage and collaborate on professional Word documents.
- Apply advanced Word styles, templates, themes and document elements.
- Create forms, fields, content controls, macros and mail merges.
- Create and manage Excel worksheets, tables, formulas and functions.
- Apply advanced logical, lookup, date/time and financial functions.
- Analyze data using PivotTables, PivotCharts, slicers and advanced charts.

- Import and transform external data using Power Query.
 - Create and manage Excel macros and basic VBA automation.
 - Create professional PowerPoint presentations.
 - Apply animations, transitions, SmartArt, multimedia and advanced presentation features.
 - Use Slide Master, Presenter View, custom shows and accessibility tools.
 - Connect Power BI to relational and non-relational data sources.
 - Clean and transform data using Power Query.
 - Design star-schema data models and relationships.
 - Create calculations and measures using DAX.
 - Build interactive reports and dashboards.
 - Implement advanced analytics and report navigation.
 - Configure workspaces, semantic models, refresh and row-level security.
 - Explore Copilot for Power BI and Microsoft Fabric analytics.
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COURSE CONTENTS

PART 1: MICROSOFT WORD 365 – MO-110

10 Modules

Module 1: Introduction to Microsoft Word 365 Apps

- Overview of Microsoft Word 365 Apps
- Navigating the Microsoft Word 365 interface
- Creating and editing documents
- Working with text
- Saving and managing documents
- Working with templates
- Basic document properties

Module 2: Working with Text and Paragraphs

- Formatting text
- Working with fonts
- Inserting special characters
- Creating bulleted and numbered lists
- Paragraph alignment and spacing
- Working with tables

- Headers and footers
- Page breaks
- Hyperlinks
- Bookmarks
- Comments
- Footnotes and endnotes
- Captions
- Cross-references
- SmartArt
- Pictures and shapes
- Text boxes

Module 3: Formatting Text and Paragraphs

- Applying font styles and sizes
- Aligning text and paragraphs
- Paragraph formatting
- Indentation and line spacing
- Creating lists
- Working with styles
- Using the formatting tools
- Working with WordArt
- Inserting equations and symbols

Module 4: Working with Tables

- Inserting tables
- Deleting rows and columns
- Formatting tables
- Merging and splitting cells
- Managing table borders
- Working with table styles
- Table headers and footers
- Sorting table data
- Converting text to tables
- Working with table formulas

- Table captions

Module 5: Working with Graphics

- Inserting and formatting images
- Working with text wrapping
- Creating and editing shapes
- Working with SmartArt
- Working with charts
- Working with WordArt
- Working with screenshots
- Working with diagrams

Module 6: Working with Styles and Themes

- Understanding styles and themes
- Applying styles
- Applying themes
- Creating custom styles
- Creating custom themes
- Modifying existing styles
- Working with color schemes
- Working with fonts and text effects
- Using templates
- Working with the Navigation Pane

Module 7: Working with Mail Merge

- Understanding the mail merge process
- Setting up the main document
- Creating a data source
- Inserting merge fields
- Merging data with the main document
- Previewing merge results
- Finishing the merge
- Creating letters
- Creating labels
- Creating envelopes

- Troubleshooting mail merge issues
- Advanced mail merge features

Module 8: Working with Macros and Forms

- Introduction to macros
- Creating macros in Word
- Recording macros
- Running macros
- Working with forms
- Working with the Developer tab
- Automating tasks with macros
- Securing macros
- Troubleshooting macros and forms
- Creating custom forms

Module 9: Working with Collaboration and Sharing

- Understanding collaboration and sharing
- Sharing Word documents
- Managing shared documents
- Working with co-authors
- Comments
- Track Changes
- Reviewing documents
- Comparing documents
- Merging documents
- Managing document versions

Module 10: Working with Advanced Word Features

- Navigation Pane
- Headers and footers
- Cross-references
- Bookmarks
- Building Blocks
- Advanced tables
- SmartArt

- Pictures and shapes
 - Hyperlinks
 - Footnotes and endnotes
 - Document review and publishing
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PART 2: MICROSOFT WORD EXPERT – MO-111

4 Modules

Module 11: Manage Document Options and Settings

- Modifying existing document templates
- Managing document versions
- Comparing and combining documents
- Linking to external document content
- Enabling macros
- Managing the Quick Access Toolbar
- Restricting editing
- Protecting documents with passwords
- Displaying hidden Ribbon tabs
- Configuring editing and display languages
- Language-specific features
- Modifying the Normal template
- Changing default fonts

Module 12: Advanced Editing and Formatting

- Find and replace text
- Using wildcards and special characters
- Finding and replacing formatting
- Finding and replacing styles
- Advanced paste options
- Configuring hyphenation
- Configuring line numbers
- Paragraph pagination
- Page layout options
- Creating paragraph styles

- Creating character styles
- Creating table styles
- Modifying styles
- Copying styles between documents and templates

Module 13: Create Custom Document Elements

- Creating QuickParts
- Creating and managing Building Blocks
- Creating custom color sets
- Creating custom font sets
- Creating custom themes
- Creating custom style sets
- Creating index entries
- Creating indexes
- Updating indexes
- Inserting figure captions
- Configuring caption properties
- Creating tables of figures
- Managing bibliography sources
- Inserting citations
- Creating bibliographies

Module 14: Advanced Word Features

- Creating custom fields
- Modifying field properties
- Standard content controls
- Configuring content controls
- Creating forms
- Recording macros
- Naming macros
- Editing macros
- Copying macros between documents
- Managing recipient lists
- Inserting merged fields

- Previewing merge results
 - Creating merged documents
 - Creating labels and envelopes
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PART 3: MICROSOFT EXCEL 365 – MO-210

10 Modules

Module 15: Introduction to Microsoft Excel 365

- Introduction to Excel 365 interface
- Working with cells and ranges
- Formatting cells and ranges
- Working with worksheets
- Working with formulas and functions
- Working with tables
- Working with charts
- Working with PivotTables
- Working with macros
- Sparklines
- Data validation
- Conditional formatting

Module 16: Working with Data in Excel

- Working with Excel data
- Formulas and functions
- Analyzing data with PivotTables
- Creating charts
- Working with tables
- Working with text and dates
- Lookup functions
- Conditional formatting
- Working with external data
- Slicers
- Power Query
- Power Pivot

Module 17: Creating and Formatting Worksheets

- Creating worksheets
- Formatting worksheets
- AutoFill
- Cell formatting
- Row and column formatting
- Working with tables
- Charts and graphs
- Conditional formatting
- Data validation
- Worksheet organization

Module 18: Working with Formulas and Functions

- Introduction to formulas
- Creating formulas
- Cell references
- Relative and absolute references
- Logical functions
- Text functions
- Date and time functions
- Lookup and reference functions
- Math and statistical functions
- Database functions
- Troubleshooting formulas
- Goal Seek
- Solver

Module 19: Analyzing Data with PivotTables and Charts

- Creating PivotTables
- Formatting PivotTables
- Filtering PivotTable data
- Slicers
- PivotCharts
- Creating charts from PivotTables

- Combining charts
- Formatting charts
- Creating dashboards
- Quick Analysis
- Data visualization

Module 20: Working with Macros and Automation

- Introduction to macros
- Recording macros
- Running macros
- Visual Basic Editor
- Variables and constants
- Loops and conditions
- Functions and subroutines
- Debugging macros
- Troubleshooting automation
- Securing macros
- Distributing macros
- Automating repetitive tasks
- Excel Object Model

Module 21: Working with External Data Sources

- Connecting to external data
- Importing external data
- Exporting data
- Web queries
- Power Query
- Text files
- Access databases
- ODBC connections
- XML data
- JSON data
- Transforming external data

Module 22: Collaborating with Excel

- Sharing Excel workbooks
- Collaboration fundamentals
- Managing permissions
- Access control
- Co-authoring
- Version control
- Excel Online
- Excel mobile
- Troubleshooting collaboration issues
- Collaboration best practices

Module 23: Advanced Excel Features

- Advanced Excel formulas
- Advanced Excel functions
- Advanced conditional formatting
- PivotTables
- Charts and graphs
- Data validation
- Excel data analysis
- Data modeling
- Power Query
- Power Pivot
- Automation

Module 24: Excel Productivity and Exam Readiness

- MO-210 exam objectives
- Exam format
- Exam preparation strategies
- Formula and function review
- PivotTable review
- Chart review
- Table and list review
- External data review
- Macro and VBA review

- Troubleshooting
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PART 4: MICROSOFT EXCEL EXPERT – MO-211

4 Modules

Module 25: Manage Workbook Options and Settings

- Managing workbooks
- Copying macros between workbooks
- Referencing data in other workbooks
- Enabling macros
- Managing workbook versions
- Restricting editing
- Protecting worksheets
- Protecting cell ranges
- Protecting workbook structure
- Formula calculation options

Module 26: Manage and Format Data

- Flash Fill
- Advanced Fill Series
- RANDARRAY
- Custom number formats
- Data validation
- Grouping and ungrouping
- Advanced conditional formatting
- Formula-based conditional formatting
- Managing conditional formatting rules
- Subtotals and totals
- Removing duplicate records

Module 27: Create Advanced Formulas and Macros

- Nested IF functions
- IFS
- SWITCH
- SUMIF

- AVERAGEIF
- COUNTIF
- SUMIFS
- AVERAGEIFS
- COUNTIFS
- MAXIFS
- MINIFS
- AND
- OR
- NOT
- LET
- XLOOKUP
- VLOOKUP
- HLOOKUP
- MATCH
- INDEX
- NOW
- TODAY
- WEEKDAY
- WORKDAY
- Consolidate
- Goal Seek
- Scenario Manager
- Forecasting
- PMT
- FILTER
- SORTBY
- Formula troubleshooting
- Trace precedents and dependents
- Watch Window
- Error checking
- Evaluate Formula

- Record and edit simple macros

Module 28: Manage Advanced Charts and Tables

- Dual-axis charts
- Combo charts
- Box & Whisker charts
- Funnel charts
- Histogram charts
- Sunburst charts
- Waterfall charts
- Creating PivotTables
- PivotTable field selections
- PivotTable options
- Slicers
- Grouping PivotTable data
- Calculated fields
- PivotCharts
- PivotChart formatting
- Value field settings
- Drill-down analysis

PART 5: MICROSOFT POWERPOINT 365 – MO-310

10 Modules

Module 29: Introduction to Microsoft PowerPoint 365

- PowerPoint 365 interface
- Creating presentations
- Editing presentations
- Working with slides
- Working with text
- Working with images
- Working with shapes
- Tables and charts
- SmartArt

- Animations
- Transitions
- Templates and themes

Module 30: Creating and Editing Presentations

- Creating presentations
- Adding slides
- Adding text
- Adding images
- Tables and charts
- Themes
- Templates
- Audio and video
- Transitions
- Animations
- Sharing presentations
- Exporting presentations

Module 31: Working with Text, Images and Shapes

- Text boxes
- Formatting text
- Fonts
- Images
- Image formatting
- Shapes
- Shape formatting
- SmartArt
- Tables
- WordArt
- Hyperlinks
- Audio and video

Module 32: Animations and Transitions

- Introduction to animations
- Applying animations

- Animation timing
- Animation triggers
- Animation Pane
- Transitions
- Custom animations
- Animation effects
- Motion paths
- Advanced animation techniques
- Animation groups
- Animation Painter

Module 33: Working with Tables and Charts

- Creating tables
- Formatting tables
- Inserting charts
- Formatting charts
- Editing chart data
- Chart styles
- SmartArt graphics
- Data presentation techniques

Module 34: Working with SmartArt Graphics

- Understanding SmartArt
- Creating SmartArt
- Editing SmartArt
- Adding text
- Formatting SmartArt
- Animating SmartArt
- Converting text to SmartArt
- SmartArt layouts
- SmartArt styles
- Shapes and colors

Module 35: Working with Media

- Inserting images

- Formatting images
- Working with video clips
- Inserting audio
- Formatting audio
- Animating objects
- Working with multimedia
- Hyperlinks
- Custom animations
- Interactive presentations

Module 36: Collaboration and Sharing

- Collaboration fundamentals
- Sharing presentations
- Cloud-based sharing
- Co-authoring
- Comments
- Reviewing presentations
- Access permissions
- PowerPoint Online
- PowerPoint mobile
- Troubleshooting collaboration

Module 37: Advanced PowerPoint Features

- Slide Master
- Custom templates
- Themes
- Sections
- Presenter View
- Speaker notes
- Outline View
- Custom shows
- Rehearse Timings
- Action buttons
- Broadcast Slide Show

- Accessibility Checker
- Design Ideas
- Advanced multimedia
- Advanced charts and tables

Module 38: Finalizing and Delivering Presentations

- Preparing presentations for delivery
 - Proofreading
 - Presentation review
 - Exporting presentations
 - PDF output
 - Printing presentations
 - Creating presentation videos
 - Delivering presentations in person
 - Delivering presentations online
 - Creating handouts
 - Creating slide shows
 - Speaker notes
 - Presentation best practices
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PART 6: POWER BI – PL-300

Design and Manage Analytics Solutions Using Power BI

18 Modules + Hands-On Labs

Module 39: Discover Data Analysis

- Different types of analysis
- Data analysis concepts
- Data analyst tasks
- Business requirements
- Understanding actionable insights

Module 40: Get Started with Power BI

- Power BI services and applications
- Power BI Desktop
- Power BI Service

- Power BI workflow
- Power BI building blocks
- Reports
- Dashboards
- Semantic models
- Visualizations

Module 41: Get Data in Power BI

- Identifying data sources
- Connecting to data sources
- Relational data sources
- Non-relational data sources
- Import storage mode
- DirectQuery
- Composite models
- Resolving import errors
- Performance considerations

Hands-On Lab: Get data in Power BI Desktop

Module 42: Clean, Transform and Load Data

- Power Query
- Data quality
- Resolving inconsistencies
- Data profiling
- Naming conventions
- Data types
- Data shaping
- Transformations
- Merge queries
- Append queries
- Loading transformed data

Hands-On Lab: Clean, transform and load data

Module 43: Design a Data Model

- Data table types

- Fact tables
- Dimension tables
- Star schema
- Relationships
- Cardinality
- Cross-filter direction
- Relationship management
- Hierarchies
- Date tables

Hands-On Lab: Design a data model

Module 44: Add Measures to Semantic Models

- DAX concepts
- DAX syntax
- Measures
- Calculated columns
- Calculated tables
- Basic DAX calculations
- Context in DAX
- Creating reusable measures

Hands-On Lab: Create DAX calculations

Module 45: Use DAX Functions

- Filter context
- Understanding filter context
- Manipulating filter context
- DAX functions
- Aggregation functions
- Filter functions
- Time intelligence
- Semi-additive measures
- Custom date tables

Hands-On Lab: Advanced DAX calculations

Module 46: Optimize Model Performance

- Model optimization
- DAX variables
- Performance Analyzer
- Identifying performance bottlenecks
- Improving report performance
- Optimizing semantic models

Module 47: Create Visual Calculations

- Visual calculations
- Visual calculations vs measures
- Creating visual calculations
- Parameters
- Applying visual calculations

Hands-On Lab: Create visual calculations

Module 48: Design Power BI Reports

- Power BI report structure
- Report objects
- Choosing effective visuals
- Formatting visuals
- Configuring visual properties
- Interactive visuals
- Filters
- Slicers
- Drill-down

Hands-On Lab: Design a Power BI report

Module 49: Enhance Reports for User Experience

- Report navigation
- Filtering
- Bookmarks
- Drill-through
- Tooltips
- Report elements
- User experience design

- Paginated reports
- Interactive reporting

Hands-On Lab: Enhance a Power BI report

Module 50: Perform Advanced Analytics

- Analyze feature
- Grouping data
- Binning data
- Clustering
- Identifying patterns
- Identifying trends
- Advanced analytical insights

Module 51: Create and Manage Workspaces

- Power BI workspaces
- Creating workspaces
- Workspace permissions
- Workspace roles
- Reports
- Dashboards
- Semantic models
- Sharing and distribution

Module 52: Manage Semantic Models

- Semantic model management
- Power BI Gateway
- On-premises data sources
- Scheduled refresh
- Incremental refresh
- Semantic model promotion
- Semantic model management

Module 53: Create Power BI Dashboards

- Creating dashboards
- Pinning report pages
- Dashboard tiles

- Dashboard themes
- Mobile view
- Dashboard navigation
- Dashboard best practices

Hands-On Lab: Create a Power BI dashboard

Module 54: Implement Row-Level Security

- Row-level security concepts
- Static RLS
- Dynamic RLS
- Roles
- Security filters
- Testing RLS
- Publishing secured reports

Hands-On Lab: Implement row-level security

Module 55: Explore Copilot for Power BI

- Copilot for Power BI
- Semantic model requirements
- Creating visuals using Copilot
- Creating reports using Copilot
- Creating summaries
- AI-assisted analytics
- Responsible use of AI in analytics

Module 56: Explore End-to-End Analytics with Microsoft Fabric

- Microsoft Fabric overview
- End-to-end analytics
- Data teams and roles
- Fabric capabilities
- Enabling Fabric
- Power BI and Fabric integration
- Modern analytics workflows

The program incorporates practical exercises throughout all four technology areas.

Microsoft Word Labs

1. Create and format a professional business document
2. Create and format tables
3. Build a document using styles and themes
4. Create a mail merge
5. Create and automate a Word form
6. Apply document collaboration and review features
7. Create custom building blocks and document elements

Microsoft Excel Labs

1. Create and format a professional worksheet
2. Build formulas and functions
3. Create an Excel data-analysis workbook
4. Build PivotTables and PivotCharts
5. Create interactive dashboards
6. Import and transform external data using Power Query
7. Create and run macros
8. Apply advanced Excel functions
9. Build advanced charts
10. Perform what-if analysis

Microsoft PowerPoint Labs

1. Create a professional presentation
2. Build a presentation using themes and templates
3. Create SmartArt and data visualizations
4. Apply advanced animations and transitions
5. Build a multimedia presentation
6. Create a presentation using Slide Master
7. Prepare and deliver a final presentation

Power BI Labs

1. Get data in Power BI Desktop
2. Clean, transform and load data
3. Design a data model

4. Create DAX calculations
5. Perform advanced DAX calculations
6. Create visual calculations
7. Design a Power BI report
8. Enhance a report for user experience
9. Create a Power BI dashboard
10. Implement row-level security
11. Configure refresh and semantic models
12. Build an end-to-end business analytics solution