COURSE SYLLABUS

Microsoft Master Certification (Self-Paced)

Gain advanced skills in Excel, Word, PowerPoint, and Outlook through hands-on projects and expert-led instruction, preparing you for Microsoft Office Specialist certification exams. This comprehensive program includes 7 group classes, 6 hours of private training, 4 certification exams, free retakes, MOS study guides, and instant digital certificates.

> Group classes (Live Online) and onsite training are available for this course. For more information, email onsite@graduateschool.edu or visit: https://www.graduateschool.edu/courses/self-paced-microsoft-master-certification



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Course Outline

This package includes these courses

- Beginner Excel Course (Self-Paced) (6 Hours)
- Intermediate Excel Course (Self-Paced) (6 Hours)
- Advanced Excel Course (Self-Paced) (6 Hours)
- PowerPoint Level I (Self-Paced) (6 Hours)
- PowerPoint Level II (Self-Paced) (6 Hours)
- Microsoft Word Level I (Self-Paced) (6 Hours)
- Microsoft Word Level II (Self-Paced) (6 Hours)
- Microsoft Outlook Level I (Self-Paced) (6 Hours)
- Microsoft Outlook Level II (Self-Paced) (6 Hours)

Beginner Excel Course (Self-Paced)

In this beginner Excel workshop, you'll learn the essentials of Microsoft Excel, including calculations, basic functions, graphs, formatting, and printing. This basic Excel class is perfect for those with limited experience looking to expand their proficiency.

- Become familiar with the interface and data entry
- Learn essential formulas and functions
- Format and print your work
- Create charts, including line, column, and pie charts
- Learn tips and tricks for easy workbook management
- Review key concepts in a final project

Intermediate Excel Course (Self-Paced)

- Learn to split and join text, apply data validation, and create named ranges
- Use database functions such as VLOOKUP and HLOOKUP
- Write logical formulas using AND, OR, and IF functions
- Create Pivot Tables to efficiently summarize and analyze large datasets
- Apply statistical functions such as RANK, COUNTIFS, and SUMIFS
- Build advanced combo charts by combining multiple chart types
- Reinforce key concepts through a guided final project

Advanced Excel Course (Self-Paced)

- Cell management, including cell locking, auditing, and hot keys
- Special formatting for calculating dates
- Use advanced functions and advanced analytical tools
- Record macros and relative reference macros for ad hoc reporting

PowerPoint Level I (Self-Paced)

This self-paced, beginner-friendly PowerPoint course teaches the core skills needed to create engaging, professional presentations on your own schedule.

- Build presentations from templates and customize layouts, themes, and content structure
- Add and format text, bullets, and numbered lists using Outline View and formatting tools
- Insert and enhance photos, SmartArt, and shapes with effects, cropping, and alignment options
- Create and format tables, add connector lines, and import charts from Excel
- Apply transitions, manage presenter notes, and use tools for live or virtual delivery
- Save, print, and export presentations to PDF with professional formatting options

PowerPoint Level II (Self-Paced)

- Create and manage Slide Master layouts for consistent branding across presentations
- Design custom PowerPoint themes with personalized color palettes, fonts, and reusable backgrounds
- Animate text, charts, and objects using entrance, emphasis, exit effects, and the Morph transition
- Incorporate video, hyperlinks, and dynamic charts and tables from Excel for interactive presentations
- Customize workflows with hidden slides, custom shows, sections, and the Quick Access Toolbar
- Collaborate and finalize presentations using commenting tools, PDF export, and optimized print settings

Microsoft Word Level I (Self-Paced)

- Navigate through documents efficiently
- Format documents for professional use
- Work with text and paragraphs
- Create and manage tables in Word
- Build and format lists
- Add endnotes, footnotes, and citations

- Insert and enhance images in Word documents

Microsoft Word Level II (Self-Paced)

- Efficiently manage and work with multiple documents
- Track changes and collaborate using comments and revision tools
- Apply advanced formatting techniques for polished, professional documents
- Create and maintain reference tables, including tables of contents and indexes
- Design forms and use mail merge to automate personalized communications
- Develop and apply custom style sets and templates for consistent formatting

Microsoft Outlook Level I (Self-Paced)

- Configure and manage Outlook settings
- Compose, organize, and manage messages
- Schedule and maintain your calendar
- Use notes, tasks, and journals effectively
- Manage contacts and groups efficiently

Microsoft Outlook Level II (Self-Paced)

Advance your Outlook skills at your own pace with this self-paced course. Learn to set up mail accounts, perform advanced searches, manage spam with filters, automate tasks using rules, and develop advanced calendar and contact management skills. Building on foundational Outlook knowledge, you'll customize a communication system that fits your workflow.

- Modify messages and configure Global Options
- Adjust and manage calendar settings
- Organize and search messages efficiently
- Manage contacts and groups
- Oversee multiple mailboxes
- Track and manage activities
- Automate message management with rules and filters
- Share workspaces and collaborate effectively