COURSE SYLLABUS

Microsoft Master Certification Program with Access

Prepare for Microsoft Office certification exams with training in Excel, Word, PowerPoint, and Access, plus private exam preparation.

> Group classes (NYC) and onsite training are available for this course.
> For more information, email corporate@nobledesktop.com or visit:
> https://training-nyc.com/courses/microsoft-master-certification-bundle-with-access



nyc@careercenters.com • (212) 658-1918

Course Outline

This package includes these courses

- Excel for Business Fundamentals (6 Hours)
- Intermediate Excel for Business (6 Hours)
- Advanced Excel for Business (6 Hours)
- PowerPoint for Business (6 Hours)
- Advanced PowerPoint for Business (6 Hours)
- Microsoft Word Level I (6 Hours)
- Microsoft Word Level II (6 Hours)
- Microsoft Access Level I (6 Hours)
- Microsoft Access Level II (6 Hours)

6 hours of private prep training 4 Exams with Free Retakes (Excel Expert Exam, Word Expert Exam, PowerPoint Specialist Exam, Access Specialist Exam) Proctoring for all exams

Excel for Business Fundamentals

Learn Excel fundamentals, including entering and formatting data, writing formulas, creating charts, and preparing worksheets for printing.

Intermediate Excel for Business

Build Excel skills with PivotTables, lookup functions, conditional calculations, text tools, and charts.

Advanced Excel for Business

Build on your Excel skills with advanced functions, PivotTables, macros, and tools for analyzing and managing workbook data.

PowerPoint for Business

- Create new PowerPoint Presentations
- Choose appropriate slide layouts & add content (text, images, etc.)
- Add photos, graphics, & how to adjust them (size, crop, etc.)
- Build Diagrams using SmartArt
- Draw Shapes & Lines
- Align & Evenly Space Objects
- Work with Tables & Charts
- Add Transitions
- Run a PowerPoint Presentation (Slide Show)

Advanced PowerPoint for Business

- Design Custom PowerPoint Themes
- Work with Theme Colors, Fonts, Backgrounds, & Slide Layouts
- Add Animations for Stand Out Presentations
- Incorporate Video
- Customize the Look of Charts & Animate Charts
- Bring in Tables from Excel
- Manage Large Presentations with Sections, Hidden Slides, and Custom Shows
- Collaborate with Others using Comments

Microsoft Word Level I

Learn to create and format Word documents, organize text and lists, and prepare documents for everyday business use.

Microsoft Word Level II

Build on Word fundamentals with styles, templates, mail merge, macros, and tools for more complex documents.

Microsoft Access Level I

The course begins by reviewing the core features and functions of the Access database, so if you've never used Access, it's the perfect place to start!

By the end of the course, you'll know how to work with tables, query data, create forms, and generate reports. You'll have skills to use Microsoft Access for everyday tasks.

Microsoft Access Level II

In this class, you'll learn how to write advanced queries and organize your database for maximum efficiency. If you've taken Microsoft Access Level I or already understand the basics, this is the perfect course for you. At the end of this intermediate

Microsoft Access class, you'll be able to join tables, implement data validation techniques, and use advanced reporting functions.