HDTC Training Center

Provide

Technical proposal of the Training program

Microsoft Office Masterclass

Course Overview:

This masterclass provides participants with comprehensive, hands-on training in the core Microsoft Office applications—Word, Excel, PowerPoint, and Outlook. It is designed to equip professionals with practical skills to efficiently create documents, analyze data, design impactful presentations, and manage communication and scheduling using Microsoft Office 365 tools...

General Objective:

To enable participants to proficiently use Microsoft Office applications in a business or administrative environment, enhancing productivity, data handling, and communication effectiveness..

Program Objectives:

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

- Create and format professional documents using Word
- Design and automate spreadsheets and dashboards using Excel
- Build impactful presentations using PowerPoint
- Use Outlook to manage email, calendar, and tasks efficiently
- Understand how to integrate MS Office tools for seamless workflows
- Apply time-saving techniques, shortcuts, and templates for office tasks
- Collaborate using cloud-based Office tools (OneDrive, SharePoint basics).

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Program Outlines:

Day 1: Microsoft Word – Documents & Templates

- Introduction to MS Word environment
- Formatting, styles, and themes
- Using templates and headers/footers
- Creating tables, references, and indexes
- Mail merge and document collaboration

Day 2: Microsoft Excel – Data & Analysis

- Excel interface and formulas basics
- Functions: SUM, IF, VLOOKUP, COUNTIF
- Charts and data visualization
- Data validation and pivot tables
- Conditional formatting and simple automation with macros

Day 3: Microsoft PowerPoint – Presentations & Visual Communication

- Slide design and layout best practices
- Themes, transitions, animations
- Working with multimedia and charts
- Creating reusable templates
- Tips for effective visual storytelling

Day 4: Microsoft Outlook – Email & Time Management

- Email management and rules
- Using the calendar and scheduling meetings
- Contact and task management
- Search and folder organization
- Integrating with Teams and OneDrive

Day 5: Integration & Productivity Tools

- Cross-application workflows (e.g., mail merge with Excel & Word)

- Sharing and co-editing documents (OneDrive / SharePoint basics)

- Using Microsoft Teams with Outlook and Office apps

- Real-world practice scenarios and productivity tips

- Final hands-on project and review

Target Audience:

- Administrative staff and executive assistants

- HR, finance, and operations professionals

- Project team members and coordinators

- New hires needing computer skill onboarding

- Anyone seeking to improve Office productivity

Training methods:

- Technology-Based Learning.

- Simulation in Training.

- On-the-job guidance.

- Trainer-Led Training.

- Work Teams and Roles.

- Films and Videos.

- Case Studies and Workshops.