

KOENIG SOLUTIONS • COURSE OUTLINE

MS Word + Excel + PPT in 3 Days

Learn to build spreadsheets, documents and presentations using Excel, Word and PowerPoint, from formulas and PivotTables to formatting and slide design.

3 Days

24 HOURS

6

MODULES

53

TOPICS

COURSE OVERVIEW

The “MS Word + Excel + PPT in 3 Days” course is a comprehensive training program designed to equip learners with essential skills in the Microsoft Office Suite. It caters to beginners and intermediate users who aim to master document creation and formatting, data analysis, and presentation design in a short timeframe. Module 1 introduces the Microsoft Word interface, teaching participants how to navigate and create documents efficiently. Module 2 focuses on enhancing text with various font styles, sizes, and colors, along with paragraph customization techniques. In Module 3, learners explore the power of styles and themes to ensure consistent document formatting. Module 4 delves into the visual aspects of Word by inserting and formatting images with special effects. Finally, Module 5 guides learners through creating impactful tables and charts, and using SmartArt graphics for data representation. This course is ideal for individuals seeking to boost their productivity and professional capabilities in Word, Excel, and PowerPoint, ultimately enhancing their workplace efficiency and career prospects.

WHO THIS COURSE IS FOR

This MS Word + Excel + PPT course equips participants with essential office productivity skills applicable across various job roles.

Administrative Assistants and Secretaries

Business Analysts and Consultants

Project Managers and Coordinators

Marketing Professionals and Content Creators

Educators and Academic Researchers

Sales Associates and Managers

Small Business Owners and Entrepreneurs

Non-Profit Organization Staff

Entry-Level Employees seeking to improve their office software proficiency

Students preparing for the workforce

Professionals transitioning to roles requiring documentation, reporting, and presentation skills

What You Will Learn

- Navigate the Excel, Word and PowerPoint interfaces
- Enter, format and validate data in Excel worksheets
- Apply formulas and functions, including nested IF statements
- Build and format charts, PivotTables and PivotCharts
- Format Word documents using styles, themes and images
- Design PowerPoint slides with text, shapes and SmartArt
- Add animations, transitions and multimedia to slides
- Integrate Excel, Word and Outlook content into presentations

COURSE SYLLABUS

6 Modules, 53 Topics

01

Microsoft Excel Fundamentals

TOPICS

- Introduction to Microsoft Excel and its interface
- Navigating worksheets and workbooks
- Entering and editing data effectively
- Formatting cells and text
- Understanding formulas and functions
- Basic arithmetic and logical functions
- Using AutoSum and AutoFill
- Introduction to data validation

02

Advanced Charting

TOPICS

- View animation charts
- Add a chart to an Excel spreadsheet
- Add, remove, and format gridlines
- Apply a chart layout and chart style
- Format an axis
- Change the axis scale
- Format the data series
- Modifying the chart title, legend, and data labels
- Moving a chart to another sheet
- Creating combination charts
- Use a secondary axis
- Change data series chart types
- Add a trendline
- Create user-defined charts
- Create, customize, and remove sparklines

03

Working with Formulas & Functions

TOPICS

- Working with general and advanced functions
- Writing conditional expressions
- Using nested IF functions
- Limitations of IF functions
- Using logical functions inside IF
- Using date and time functions in IF
- Text functions

04

Working with Pivot Tables

TOPICS

- Creating subtotals
- Multiple-level subtotals
- Creating PivotTables
- Formatting and customizing PivotTables
- Using advanced options in PivotTables
- Creating groups in PivotTables
- Creating PivotCharts
- Creating a standalone PivotChart
- Consolidating data from multiple sheets and files using PivotTables
- Using external data sources
- Using the data consolidation feature to consolidate data

05

Efficient Communication with Word

TOPICS

- Introduction to Microsoft Word and its interface
- Document creation and formatting
- Working with styles and themes
- Inserting and formatting images and objects

06

Captivating Presentations with PowerPoint

TOPICS

- Getting started with Microsoft PowerPoint
- Slide layout and design tips
- Inserting and formatting text boxes and shapes
- Adding animations and transitions to slides
- **Advanced PowerPoint features:** SmartArt, charts, and multimedia
- Slide master and template customization
- Integrating Excel, Word, and Outlook content into presentations
- Tips for effective presentations and public speaking

WHAT IS INCLUDED

Everything You Need to Succeed

- Koenig course material for every module
- Delivery by certified instructors and subject matter experts
- Hands-on exercises throughout the course
- Course completion certificate from Koenig

ABOUT KOENIG

Who We Are

Established in 1993, Koenig Solutions is a globally recognised training provider with 35+ technology partnerships, 5,000+ training programmes and a network of certified instructors and subject matter experts, supporting individuals and enterprise teams worldwide.

FLEXIBLE DELIVERY

Learn the Way That Suits You

Classroom Training

Live Online Classes (ILO)

Fly-Me-A-Trainer (FMAT)

Flexi (Self-Paced)

1-on-1 Training

Ready to Get Started?

Talk to a learning advisor about schedules, group training and customised delivery.

Visit koenig-solutions.com

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