COURSE SYLLABUS

Microsoft Master Certification (Self-Paced)

Achieve certification in the Microsoft Office Suite with this self-paced program. Covering Excel, PowerPoint, Word, and Outlook, the course includes 7 lessons, 6 hours of private training, and 4 certification exams, along with free retakes and MOS study guides.

For more information, visit https://www.creativelive.com/classes/microsoft-master-certification-self-paced



support@creativelive.com • 302-217-6585

Course Outline

This package includes these courses

- Excel Level I: Fundamentals Course Online (Self-Paced) (6 Hours)
- Excel Level II: Intermediate Course Online (Self-Paced) (6 Hours)
- Excel Level III: Advanced Course Online (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)

Six hours of private prep training and four exams with free retakes (Excel Expert Exam, Word Expert Exam, PowerPoint Specialist Exam, Outlook Specialist Exam). This includes proctoring for all exams.

Excel Level I: Fundamentals Course Online (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

Excel Level II: Intermediate Course Online (Self-Paced)

Learn intermediate Excel functions like VLOOKUP and SUMIFS, and how to summarize data with Pivot Tables, Sort & Filter databases, and split and join text. Gain the skills needed to utilize complex Excel functions and prepare for more advanced training.

- 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 PivotTables 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

Excel Level III: Advanced Course Online (Self-Paced)

Learn advanced Excel functions, macros, and data analysis to improve efficiency and manage complex data in any job setting. This advanced course is ideal for Excel power-users.

- 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)

Explore PowerPoint fundamentals through this self-paced course. Build engaging presentations by adding text, graphics, shapes, and transitions, and enhance your skills as an effective presenter. Perfect for beginners or those refreshing their knowledge.

- Create presentations from templates and customize layouts, themes, and content structure
- Edit 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 Excel charts to display data
- Apply transitions, manage presenter notes, and utilize tools for live or virtual presentations
- Save, print, and export presentations to PDF, with professional-use options

PowerPoint Level II (Self-Paced)

This self-paced course covers core PowerPoint skills to create engaging, professional presentations. Learn how to design slides, work with images, charts, and transitions, and develop visually compelling presentations you can confidently present.

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

Microsoft Word Level I (Self-Paced)

Master essential shortcuts and techniques in this self-paced Microsoft Word course. Improve your productivity and efficiency by learning how to handle mass emails, fix formatting issues, and use time-saving shortcuts. No prior experience with Word is required.

- Navigating and organizing documents
- Formatting and managing text, paragraphs, and entire documents
- Inserting and formatting tables
- Creating and managing lists
- Using endnotes, footnotes, and citations
- Inserting and editing images in Word documents

Microsoft Word Level II (Self-Paced)

Enhance your Microsoft Word abilities with this self-paced training. Discover how to automate repetitive tasks, design custom styles and templates, and manage lengthy documents effectively. This course will help you improve your efficiency and streamline your work processes.

- 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 manage reference tables, including tables of contents and indexes
- Design forms and utilize mail merge to automate personalized communications
- Develop and apply custom style sets and templates for consistent formatting

Microsoft Outlook Level I (Self-Paced)

This self-paced class focuses on using Outlook effectively for daily tasks and preparing you to become a Microsoft Certified Outlook Specialist. By the end, you'll know how to automate email management, organize your calendar, manage large volumes of email, schedule efficiently, and keep your contacts organized—all aimed at saving you time and increasing productivity.

- Customizing Outlook settings
- Managing messages
- Organizing and managing calendars
- Working with notes, tasks, and journals
- Managing contacts and groups

Microsoft Outlook Level II (Self-Paced)

This self-paced course covers everything you need to know to configure your mail accounts, perform advanced searches, control spam using filters, automate tasks with rules, and master calendar and contact management. Customize your Outlook setup to suit your unique workflow.

- Edit messages and configure global settings

- Customize calendar settings and manage contacts and groups
- Organize and search for messages
- Handle mailboxes efficiently
- Manage tasks and activities
- Automate message management
- Share workspaces and collaborate effectively