

Course Title for Microsoft Office Master Course (Microsoft Office Specialist + Expert)

Microsoft Word Core

Microsoft Word Specialist



In this module, learners will develop an understanding of how to create, manage, and distribute professional documents for a variety of specialised purposes and situations. Learners will gain the confidence to create many different document types using advanced formatting and layout options as well as greatly improving their productivity in the use of Microsoft Word. In particular learners will study the following topics: sharing and maintaining documents, formatting content, applying page layout and reusable content, including illustrations and graphics in a document, proof reading documents, applying references and hyperlinks and mail merge operations.



Certification

Microsoft Office Specialist Core Level



Microsoft Excel Core

Microsoft Excel Specialist



The purpose of this module is to allow learners to develop a fundamental understanding of spreadsheet concepts and gain extensive practical experience in spreadsheet design and implementation. Learners will develop the skills and competence to take spreadsheet design to a whole new level. Learners will study the following Excel topics: managing the worksheet environment, creating cell data, formatting cells and worksheets, managing worksheets and workbooks, applying formulas and functions, presenting data visually, sharing worksheet data with other users and analysing and organising data.

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Course Content

Microsoft Access



In this module, learners will develop the know-how to create database solutions designed to solve business data problems and make them more efficient. In particular, the topics covered include: managing the Access environment, building tables, building forms, creating and managing queries and designing reports. This course will equip the learner with a set of skills to solve standard day to day issues related to databases.



Microsoft PowerPoint Core

Microsoft PowerPoint Specialist



The core PowerPoint 2010 learner will gain proficiency with a range of PowerPoint productivity tools, will be able to use best practices when collaborating with others on projects, and will be competent in personalising his or her working environment for efficiency. Learners will learn how to produce engaging and interactive presentations incorporating a range of interesting features.

Topics covered include: managing the PowerPoint environment, creating a slide presentation, working with graphical and multimedia elements, creating charts and tables, applying transitions and animations, collaborating on presentations, preparing presentations for delivery and presenting presentations.

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On completion of the Microsoft Office Specialist exams, learners can elect to continue their learning to Expert level. Two exams at this level equip the learner with a Microsoft Office Master qualification. These include Microsoft Office Word Expert and Microsoft Office Excel Expert. Microsoft Office Expert is the only genuine Microsoft accredited qualification that proves expert ability in Word and Excel. This super user qualification is of a very high standard and demonstrates the ability to use Microsoft Office confidently and productively.

Course Content

Microsoft Word Expert

Learners will develop skills and techniques to use Microsoft Word to an advanced level and to configure the program to ensure it is optimised to its best. Topics covered include: sharing and maintaining documents with configuration options, advanced formatting of content, tracking and referencing documents, performing mail merge and managing macros and forms

Certification

Microsoft Office Word Expert



Certification

Microsoft Office Excel Expert



Course Content

Microsoft Excel Expert

The purpose of this module is to allow students to develop a comprehensive understanding of many of the advanced features of Microsoft Excel. Following this course, learners will have an excellent understanding of formulae and functions, pivot tables and what-if scenarios. Topics covered include: sharing and maintaining workbooks, applying protection to all or parts of a worksheet, tracing and auditing in a workbook to locate errors, applying advanced functions, produce charts including trend charts, create pivot tables and pivot charts and create and manipulate macros and form controls.

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Course Duration

The course is delivered in three ways:

Bronze Offering: Online over 6 months

Silver Offering: Blended solution – online access to material with regular workshop sessions with a MOS master tutor to work through solutions to workbook exercises.

Gold Offering: Classroom and/or one-to-one based course with MOS master tutor in attendance.



Entry Requirements

For the two Microsoft Office Specialist courses (Powerpoint and Access/Outlook), a good knowledge of the keyboard is essential and an ECDL level knowledge of these products is preferred though not essential.

For Microsoft Office Expert, Microsoft Word and Excel specialist or an equivalent will be assumed. Learners with additional working experience of these products have a distinct advantage.



Who is this course for?

Learners who undertake a Microsoft Office Master course are typically people working in an office environment with at least 6-9 months good working knowledge of the applications. They have excellent IT skills and would be capable of picking up new ones very quickly. This course is suitable for professionals wishing to upgrade their skills or for those wishing to move into software support roles in an organisation. This course is also very beneficial for those who would like to become trainers, but for training in the public sector, additional qualifications in training are required.

Costs

Depending on method of delivery and training method used prices start from €195 for each module.

