

Microsoft Office Advanced Course

Ready to step up your game? Join our Microsoft Office Advanced Course at Elegant Training Center! Here, you'll dive deep into powerful tools and features in Word, Excel, PowerPoint, and Outlook. We'll show you smart shortcuts, advanced data analysis, and real-world techniques you can use every day at work. Our friendly trainers will guide you with practical projects and hands-on practice. If you want to stand out at the office, manage big tasks easily, or just work smarter, this course is for you. Let's unlock the full power of Microsoft Office together!

Upcoming Batches

Talk to Raj Sir

Join Our Microsoft Office Advanced Course in Dubai

Take Your Office Skills to the Next Level with Elegant Training Center

Unlock the advanced features of Word, Excel, PowerPoint, and Outlook with our expert-led Microsoft Office Advanced Course. Dive into data analysis, automation, smart document formatting, complex presentations, and email management. Learn practical, real-world techniques used by top professionals to save time and work smarter every day.

Why Choose the Advanced Course?

- ✓ Master advanced formulas, pivot tables, and automation in Excel
- ✓ Create stunning presentations with advanced animations in PowerPoint
- ✓ Work faster with templates, mail merge, and document collaboration in Word
- ✓ Manage emails, calendars, and tasks like a pro in Outlook
- ✓ Become the go-to expert in your office
- ✓ Sharpen your profile for promotions and better job roles

Who Should Join?

- ✓ Professionals and managers
- ✓ Team leaders and supervisors
- ✓ Anyone who already uses Microsoft Office and wants to work smarter
- ✓ Those aiming for career growth and office efficiency
- ✓ Anyone looking to stand out in today's job market

Course Topics – Advanced Microsoft Office

- **MS Word** – Advanced formatting, mail merge, templates, styles, document collaboration, and editing tools
- **MS Excel** – Advanced formulas, pivot tables, data analysis, charts, conditional formatting, conditional calculation, subtotal etc
- **MS PowerPoint** – Advanced slide design, custom animations and transition, smart art,

interactive presentations, and multimedia integration

- **MS Outlook** – Advanced email management, rules, scheduling, meeting invites, and shared calendars, scheduling appointments and creating contact list and Business Card

Microsoft Word – Comprehensive Overview

Getting Started: Open, save, and navigate Word documents.

Text Editing: Type, select, copy, paste, and delete text.

Formatting Text: Change fonts, sizes, colors, and apply bold, italics, or underline.

Paragraph Formatting: Adjust alignment, line spacing, and indentation.

Bullets and Numbering: Create organized lists using bullets or numbers.

Inserting Elements: Add images, shapes, tables, and hyperlinks.

Page Layout: Set margins, orientation, and page sizes.

Spell Check: Use spelling and grammar tools to correct errors.

Printing Documents: Preview and print your documents.

Saving Options: Save documents in different formats like PDF.

Headers and Footers: Insert and customize headers and footers.

Page Numbers: Add page numbers to your documents.

Find and Replace: Quickly locate and replace text.

Using Templates: Start documents with pre-designed templates.

Track Changes: Collaborate by tracking edits and comments.

Microsoft Excel

Workbook Basics: Open, save, and navigate Excel workbooks.

Data Entry: Input numbers, text, and dates into cells.

Basic Formulas: Use SUM, AVERAGE, MIN, MAX, COUNT and IF functions.

Cell Formatting: Change number formats, fonts, and cell colors.

Rows and Columns: Insert, delete, and resize rows and columns.

Sorting and Filtering: Organize data by sorting and applying filters.

Charts: Create simple charts like bar, line, and pie charts.

Page Setup: Adjust settings for printing, including margins and orientation.

Freezing Panes and Subtotal: Keep headers visible while scrolling through data, perform calculation with filter.

Advance Functions: Learn to use functions like IFS, Sumif, Sumifs, Countif, Countifs, Averageif, Averageifs etc

AutoFill & Flashfill: Quickly fill cells with repetitive or sequential data.

Cell References: Understand relative, absolute, and mixed references.

Worksheet Management: Add, rename, and delete worksheets.

Printing Options: Set print areas and adjust scaling and print effectively

Vlookup and Hlookup : To fetch data from another sheet or table and do work effectively

PivotTables and Pivot Chart: Summarize, visualise and analyse large datasets effectively.

Microsoft PowerPoint

Creating Presentations: Start new presentations and choose themes.

Slide Management: Add, delete, and rearrange slides.

Text Formatting: Insert and format text boxes with different fonts and sizes.

Inserting Media: Add images, shapes, and charts to slides.

Slide Transitions: Apply transitions between slides for visual effect.

Animations: Animate text and objects to enhance engagement.

Speaker Notes: Add notes to guide your presentation delivery.

Slide Show: Run the presentation in full-screen mode.

Printing Options: Print slides, handouts, and notes pages.

Saving Formats: Save presentations in different formats like PDF.

Using Templates: Start presentations with pre-designed templates.

SmartArt Graphics: Create diagrams and process charts.

Hyperlinks: Link to other slides, documents, or websites.

Embedding Videos: Insert and play videos within slides.

Slide Master: Customize the overall design and layout.

Microsoft Outlook

Email Management: Compose, send, receive, and reply to emails.

Organizing Emails: Use folders and categories to sort emails.

Contacts: Add and manage contact information.

Calendar: Schedule appointments and meetings.

Tasks: Create and manage to-do lists.

Notes: Write and organize notes for quick reference.

Search Function: Quickly find emails, contacts, and other items.

Rules and Alerts: Automate email organization and notifications.


Email Signatures: Create and insert personalized signatures.

Out of Office Replies: Set automatic responses when unavailable.

Course Highlights


- Hands-on advanced lessons with expert trainers
- Real-world business cases and complex projects
- Free templates, tools, and practice assignments
- Flexible batch timing – evening and weekend options
- Completion certificate from Elegant Training Center

Duration

 24 to 30 hours (pace and batch dependent)

Career Benefits

- Team Leader
- Project Coordinator
- Business Analyst
- Data Analyst
- Office Manager
- HR Executive
- Excel/Office Specialist

 Contact us now for the next batch schedule and course fee.

Upgrade your skills and become a Microsoft Office power user with Elegant Training Center!

Choose Elegant Training for Microsoft Office Advanced Course

Upgrade your office skills to a professional level

PRACTICAL SKILLS FOR CAREER GROWTH

Our Microsoft Office Advanced Course is designed for those who want to master advanced features in Word, Excel, PowerPoint, and Outlook. From automating tasks to complex data analysis and high-impact presentations, you'll learn powerful tools used by professionals.

COMPLETE, STEP-BY-STEP LEARNING

We teach advanced topics with clear explanations and practical examples. Each module comes with hands-on activities, real business scenarios, and mini projects, so you learn exactly how to apply advanced functions at work.

FLEXIBLE CLASS TIMINGS

We value your busy schedule. Pick weekend, weekday, or evening batches—available online and in-person. All sessions are recorded, so you'll never miss out and can revise anytime.

EXPERT TRAINERS WITH INDUSTRY EXPERIENCE

Learn from trainers who are Microsoft-certified and have years of real-world experience. They share time-saving tips, automation tricks, and strategies that top companies use for better results.

HANDS-ON ADVANCED TRAINING

No boring theory—practice live in class with business projects, data modeling, advanced document formatting, and workflow automation. By the end, you'll be ready to handle any MS Office challenge with confidence.

ASSIGNMENTS & ADVANCED MINI PROJECTS

Test your skills with tasks like building dashboards in Excel, creating interactive presentations in PowerPoint, automating documents in Word, and managing complex schedules in Outlook.

Microsoft Office Advanced – FAQs

Final version of 12 FAQs focused on practical learning and expert guidance:

Microsoft Office Advanced Course – Frequently Asked Questions (FAQs)

Expert-led, hands-on advanced training for real office success

1. Who teaches the Advanced course?

Our trainers are Microsoft-certified experts with 10+ years' experience in corporate roles and professional training.

2. Is this course right for me if I already know the basics?

Yes! This course is perfect for those who use MS Office regularly and want to work smarter, faster, and more efficiently.

3. What will I learn in the Advanced course?

You'll master advanced Excel formulas, pivot tables, macros, automation, mail merge, document collaboration, advanced presentation skills, and smart email management.

4. Will I get one-on-one help?

Absolutely. Trainers offer personal support, small batches, and direct feedback on your projects.

5. What if I need help outside class?

Reach out anytime via WhatsApp, phone, or email. Trainers respond quickly for doubt clearing and troubleshooting.

6. Are there real-life business cases?

Yes. You'll work on business scenarios like budgeting, reporting, analysis, and professional communication.

7. What kind of assignments are given?

Projects include advanced data analysis, workflow automation, smart templates, and interactive presentations, all with trainer feedback.

8. Will I learn industry shortcuts and pro tips?

Yes! Trainers share expert hacks and time-saving tricks used in top organizations.

9. How are classes scheduled?

Online or classroom, weekday/weekend/evening batches, and access to recorded sessions for full flexibility.

10. Will I get a certificate?

Yes, get a recognized certificate from Elegant Training Center. KHDA-attested certificates are also available.

11. How will this help my career?

You'll gain skills needed for roles like Business Analyst, Office Manager, Data Analyst, Project Coordinator, and more—plus the edge for promotions.

12. How do I register, and what support will I get?

Contact us at +971 54 749 5664 or info@elegant-training.ae. Get full notes, advanced practice files, ongoing trainer support, and career advice.

Take the next step—become a Microsoft Office power user with Elegant Training Center!