Microsoft office Basic Course

Start your journey with the **Microsoft Office Basic Course** at **Elegant Training Center**! Learn how to use **Word, Excel, PowerPoint, and Outlook** from scratch in a simple and easy way. Our expert trainers will guide you step by step with real examples and practice files. This course is perfect for students, job seekers, or anyone who wants to improve computer skills for office work. Join us and get confident using Microsoft Office in your daily life or job!

Upcoming Batches

Start every week

Timing – Weekdays – Mon, Tues and Wed 11 AM to 1 PM

Evening Batch - Wednesday and Friday – 6 PM to 8 PM

Weekend – Saturday and Sunday – 2 PM to 4 PM

Join Our Microsoft Office Basic Course in Dubai
Master the Skills Every Professional Needs with Elegant Training Center

Learn the most in-demand office tools – **Word, Excel, PowerPoint, and Outlook** – with our hands-on **Microsoft Office Basic Course**. At Elegant Training Center, we offer easy-to-understand training guided by expert instructors. Whether you're a student, fresher, or working professional, this course helps you build confidence using Microsoft Office in your job or daily life.

Why Learn Microsoft Office?

- ✅ Most commonly used software in offices worldwide
- ✅ Essential for jobs in admin, HR, accounts, sales, and more
- ✅ Increases your productivity and confidence
- ✅ Great add-on for your CV and interviews
- ✅ Learn smart shortcuts and tricks used by professionals

Who Should Join?

- ✅ Students and fresh graduates
- ✅ Job seekers and interns
- ✅ Office assistants, admin staff, and support roles
- ✅ Anyone looking to improve their computer skills

Course Topics

- **MS Word** – Create documents, letters, reports, resume and more

- **MS Excel** – Work with formulas, tables, data entry and mange excel files

- **MS PowerPoint** – Make professional presentations with transition and animation effect embedded with multi media insertion

- **MS Outlook** – Send emails, schedule appointments & meetings and manage your calendar

Course Highlights

- Step-by-step teaching – no prior knowledge needed

- Real-world examples and daily use cases

- Free practice files and class notes

- Flexible timing – weekend and evening batches available

- Completion certificate from Elegant Training Center

Duration

⏳ 24 to 30 hours (depends on pace and batch)

Career Benefits

- Office Assistant

- Executive Assistant

- Sales Officer

- Data Entry Operator

- Admin Executive

- Receptionist

- Support Staff in any department

📞 **Contact us now** to know about the next batch and course fee.
Start your learning journey with Elegant Training Center and become confident using Microsoft Office in no time!

🌟 **Microsoft Office Basic Course Syllabus**

A beginner-friendly course to build strong skills in MS Word, Excel, PowerPoint & Outlook
Mode: Classroom / Online | **Level:** Beginner to intermediate

📝 **Module 1: MS Word – Document Creation & Formatting**

Topics Covered:

- **Getting Started**: Learn to open, save, and manage Word documents.
- **Text Editing**: Type, select, copy, paste, and delete text.
- **Formatting Text**: Change font styles, 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.
- **Zoom and View Options**: Adjust the view settings for better readability.
- **Using Templates**: Start documents with pre-designed templates.

Objective:
To help learners confidently create and format letters, resumes, reports, and official documents.

Assignment:
Create a company letter with proper formatting, header/footer, and logo.

📊 **Module 2: MS Excel – Basics of Data Entry & Calculation**

Topics Covered:

- **Workbook Basics**: Open, save, and navigate Excel workbooks.
- **Data Entry**: Input numbers, text, and dates into cells.
- **Basic Formulas**: Use SUM, AVERAGE, MIN, and MAX 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**: Keep headers visible while scrolling through data.
- **Basic Functions**: Learn to use functions like COUNT and IF.
- **AutoFill**: 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.
- **Basic Data Validation**: Add data list validation to specific types or ranges.

Objective:
To enable students to manage data, use formulas, and make reports with charts.

Assignment:
Design a basic sales report with totals, conditional formatting, and charts.

🎨 **Module 3: MS PowerPoint – Presentation Skills for Work & Study**

Topics Covered:

- 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.

Objective:
To help learners prepare eye-catching and meaningful presentations.

Assignment:
Make a 10-slides business or academic presentation using SmartArt, animations and multimedia. Use the skills provided in class training.

📧 **Module 4: MS Outlook – Emails & Calendar Management**

Topics Covered:

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

- **Contacts**: Add and manage contact information.

- **Calendar**: Schedule appointments and meetings.

- **Tasks**: Create and manage to-do lists.

- **Email Signatures**: Create and insert personalized signatures.

- **Out of Office Replies**: Set automatic responses when unavailable.

Objective:
To help participants communicate professionally and manage schedules efficiently.

Assignment:
Send a formal email with attachment and schedule a meeting invite.

✅ Final Project & Course Completion

- **Project:** Create a mini office project using Word (report), Excel (data + chart), and PowerPoint (summary presentation)

- **Review:** One-on-one feedback session

- **Certification:** Certificate of Completion by Elegant Training Center and KHDA certificate

🎯 Who Should Join This Course?

- Students preparing for jobs or internships

- Job seekers and fresh graduates

- Office staff needing office skills

- Executive Assistant, Admin, HR, support, and back-office roles

- Anyone looking to improve day-to-day computer use

Choose Elegant Training for Microsoft Office Basic Course
Build essential computer skills for the modern workplace

🚀 PRACTICAL SKILLS FOR REAL JOBS

Our Microsoft Office Basic Course helps you gain confidence in using Word, Excel, PowerPoint, and Outlook. From typing a professional letter to preparing a data report or presentation – we teach everything step by step. Perfect for students, job seekers, or office staff.

📑 COMPLETE AND SIMPLE LEARNING

We cover all the basic tools of MS Office with clear explanations and live practice. You'll learn through examples, exercises, and class activities that make concepts easy to understand and use.

⏰ FLEXIBLE CLASS TIMINGS

We know your time matters. Choose from weekend, weekday, or evening batches – available both online and in-person. Missed a class? No problem – we offer recorded sessions and unlimited revision.

🤖 TRAINERS WITH REAL EXPERIENCE

Learn from trainers who have worked in offices and trained hundreds of learners. They share smart tips and time-saving tricks used in real jobs to make your work easier and faster.

💻 HANDS-ON TRAINING

This is not just theory – you will practice live in class. Work on documents, data sheets, and presentations just like you would in a real office. By the end, you'll be ready to use MS Office confidently at work.

📝 ASSIGNMENTS & MINI PROJECTS

Each module ends with a small task to test your skills – like creating a CV in Word, preparing a chart in Excel, or making a slideshow in PowerPoint. These tasks help you practice what you learn in real time.

💬 Microsoft Office Basic – FAQs

Absolutely! Here's a well-balanced and final version of **12 FAQs** for the **Microsoft Office Basic Course** that includes **all major course elements** but keeps the **trainer as the central focus**:

💬 Microsoft Office Basic Course – Frequently Asked Questions (FAQs)

Expert-led training with hands-on learning and personal support

1. Who will teach this course, and what is their background?
Our trainers are **experienced professionals** with 8–10 years in admin, finance, HR, and education. They've worked with MS Office in real job settings and are excellent at teaching both beginners and working professionals.

2. I'm a complete beginner. Will the trainer go slow and help me?
Yes. Our trainers are known for their **patient, step-by-step teaching style**. They repeat topics if needed and make sure every student is comfortable before moving ahead.

3. What will I learn in this course?
You'll learn the basics of **MS Word, Excel, PowerPoint, and Outlook**—including typing, formatting, formulas, charts, email handling, and presentations, all with **practical, job-ready examples.**

4. Will I get personal attention from the trainer?
Yes. Trainers give **individual support** during and after class. We also keep **small batch sizes** to ensure every student receives one-on-one attention.

5. What if I don't understand something after class?
You can message the trainer via **WhatsApp**, call, or ask in the class group. Trainers are always available for **doubt clearing** and file corrections.

6. Do trainers provide real-life examples or just theory?
Trainers teach with **real-world tasks**—like making a CV, an invoice, a report, or a presentation used in actual offices—so you learn how to apply every tool.

7. Are there practice tasks or assignments?
Yes. Trainers give **mini projects after each module**, such as formatting a letter in Word, making a sales sheet in Excel, or creating a PowerPoint presentation. You'll also receive feedback.

8. Will I get tips and shortcuts used in real offices?
Definitely! Trainers share **useful shortcuts, formatting hacks, and smart ways to save time**—skills that make a big difference at work.

9. How are the classes conducted and scheduled?
Classes are available in **online and classroom formats** with **weekday, weekend, and evening batches**. You can also attend **recorded sessions** if you miss a class.

10. Will I get a certificate?
Yes, upon completion, you'll receive an **Elegant Training Center Certificate**. A **KHDA-attested certificate** (recognized by Dubai authorities) is available at an additional cost.

11. How is this course helpful for my job or career?
This course gives you practical MS Office skills needed for roles in **admin, accounts, HR, reception, back office, and customer service**. Trainers can also guide you on how to apply these tools in your specific field.

12. How do I register, and what support will I get?
You can **call or WhatsApp** us at +971 54 749 5664 or email **info@elegant-training.ae**.

Once registered, you'll get **notes, practice files, trainer support, recorded classes**, and career guidance.