COURSE SYLLABUS

Microsoft Master Certification Program with Access

Earn Microsoft certification in Excel, PowerPoint, Word & Access through this comprehensive program with group classes, private training, exams, free retakes, study guides & flexible scheduling. Get certified and receive digital & physical certificates within weeks.

> Group classes (NYC) and onsite training are available for this course. For more information, email corporate@nobledesktop.com or visit: https://www.nobledesktop.com/classes/microsoft-master-certification-bundle-with-access



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Course Outline

This package includes these courses

- Excel Level I: Fundamentals (6 Hours)
- Excel Level II: Intermediate (6 Hours)
- Excel Level III: Advanced (6 Hours)
- PowerPoint Level I (6 Hours)
- PowerPoint Level II (6 Hours)
- Microsoft Word Level I (6 Hours)
- Microsoft Word Level II (6 Hours)
- Microsoft Access Level I (6 Hours)
- Microsoft Access Level II (6 Hours)

6 hours of private prep training 4 Exams with Free Retakes (Excel Expert Exam, Word Expert Exam, PowerPoint Specialist Exam, Access Expert Exam) Proctoring for all exams

Excel Level I: Fundamentals

- Get comfortable with the Excel interface and learn multiple ways to enter and organize data in a worksheet.
- Work with rows, columns, and worksheets by inserting, deleting, hiding, grouping, and managing spreadsheet elements.
- Build foundational Excel skills with Autofill, basic calculations, AutoSum, and essential functions such as SUM, AVERAGE, MAX, MIN, and COUNT.
- Use formulas more effectively with absolute references, logical true/false tests, text functions, and multi-input functions.
- Format spreadsheets for clarity with cell formatting and conditional formatting that highlights data based on specific rules.
- Create visual reports with column charts, line charts, pie charts, sparklines, and Excel Tables.
- Manage workbooks more efficiently using Freeze Panes, printing tools, display options, templates, and essential keyboard shortcuts and

Excel tips.

- Reinforce key concepts through end-of-class projects designed to review what you learned.

Excel Level II: Intermediate

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.

- Navigate worksheets more efficiently using keyboard shortcuts and Excel tools that speed up movement within and between cells.
- Work with formulas and text by reviewing calculation methods, splitting text with Text to Columns, and joining text with CONCAT and the ampersand.
- Manage cell ranges with Paste Special, Paste Special Values, and named ranges to format data, hardcode results, and simplify references in calculations.
- Use database tools such as VLOOKUP, XLOOKUP, Sort & Filter, and Remove Duplicates to find, organize, and clean large sets of data.
- Build PivotTables to summarize large databases, group data within PivotTables, and create multiple PivotTables on a single worksheet.
- Apply logical, math, and statistical functions including IF, AND, OR, SUBTOTAL, SUMIFS, and COUNTIFS to analyze data based on conditions and filtered results.
- Improve data quality with Data Validation and reinforce key course concepts by completing an end-of-class project.

Excel Level III: Advanced

Learn all of the most complex features of Microsoft Excel in this advanced training course—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.

- Use advanced navigation tools, Autofill techniques, Hot Keys, and Go To Special to move through worksheets and work more efficiently.
- Build stronger formulas with mixed references, cell auditing tools, date functions, and custom number formats.
- Create advanced logic with nested IF statements and IF formulas that incorporate AND/OR criteria for more flexible results.
- Perform What-If Analysis with Goal Seek and Data Tables to test variables and evaluate possible outcomes.
- Analyze data with advanced PivotTable tools, including base fields and sets, calculated fields, and PivotCharts.
- Use XMATCH, INDEX-MATCH, macros, and dynamic arrays to create powerful lookups, automate tasks, and complete an end-of-class project reviewing key concepts.

PowerPoint Level I

This beginner-friendly PowerPoint course covers the core skills needed to create engaging and professional presentations. From building slides to working with images, charts, and transitions, you'll learn how to design visually compelling presentations and deliver them with confidence.

- Build new presentations from templates and customize layouts, themes, and content structure
- Add and edit text, bullets, and numbered lists using Outline View and other formatting tools
- Insert and enhance photos, SmartArt, and shapes with effects, cropping, and alignment tools
- Create and format tables, add connector lines, and import charts from Excel to display data
- Apply transitions, manage presenter notes, and use presentation tools for live or virtual delivery
- Save, print, and export presentations to PDF, with options tailored for professional use

PowerPoint Level II

This advanced PowerPoint course is designed for users ready to take their presentation skills to the next level. Learn how to build professional themes, streamline design with Slide Master, and enhance visual storytelling through animation, video, and advanced chart customization.

- Create and manage Slide Master layouts to maintain consistent branding across entire presentations
- Design custom PowerPoint themes, including personalized color palettes, fonts, and reusable backgrounds
- Animate bullet points, charts, and objects using entrance, emphasis, and exit effects, plus explore the Morph transition
- Integrate video, hyperlinks, and dynamic charts and tables imported from Excel for interactive presentations
- Customize presentation workflows with hidden slides, custom shows, sections, and the Quick Access Toolbar
- Collaborate and finalize projects with built-in commenting tools, PDF export options, and optimized printing settings

Microsoft Word Level I

Learn essential Microsoft Word skills to work faster and more efficiently, with no prior experience required. This hands-on class covers everything from basic formatting to advanced features like mass emails, citations, and time-saving shortcuts.

- Navigate documents efficiently and format text, paragraphs, and page layouts with confidence
- Work with tables and lists to organize and present information clearly
- Add and manage images within Word documents
- Insert endnotes, footnotes, and citations for professional and academic writing
- Save time with productivity shortcuts and formatting fixes for cleaner, more polished documents

Microsoft Word Level II

Take your Microsoft Word skills to the next level with this advanced training course. You'll learn to automate tasks, create custom styles and templates, and work efficiently with long and complex documents.

- Manage multiple documents and collaborate with others using track changes, comments, and revision tools
- Apply advanced formatting techniques and build custom style sets and templates for consistent, professional documents
- Create and manage reference tables including tables of contents and indexes
- Design forms and use mail merge to automate personalized communications at scale
- Work efficiently with long documents using tools and techniques that streamline your workflow

Microsoft Access Level I

Learn the basics of relational database management in Microsoft Access. This introductory course covers creating new databases, building tables, designing forms, generating reports, and more. By the end of the course, you'll be able to join, filter, and sort data in Microsoft Access.

- Navigate within the Microsoft Access application environment, create a simple database, and customize Access configuration options
- Organize and manage data stored within Access tables
- Use queries to join, sort, and filter data from different tables
- Use forms to make it easier to view, access, and input data
- Create and format custom reports

Microsoft Access Level II

Take your Microsoft Access skills to the next level with advanced lessons on data validation, table structure improvement, and advanced reporting techniques. Learn how to create relational databases, code advanced queries, and increase your database management efficiency.

- Design a relational database.
- Join tables to retrieve data from unrelated tables.
- Validate data entered into a database.
- Use advanced queries to manipulate your data.
- Organize a database for efficiency and performance, and to maintain data integrity.
- Customize reports to organize the displayed information and produce specific print layouts.