

# 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 in NYC and onsite training is available for this course. For more information, email [corporate@nobledesktop.com](mailto: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 Specialist Exam) Proctoring for all exams

### Excel Level I: Fundamentals

In this beginner Excel course, you will learn the essentials of Microsoft Excel, including calculations, basic functions, graphs, formatting, and printing. This comprehensive course 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

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, add data validation, and named ranges
- Use database functions such as VLOOKUP & HLOOKUP
- Add logical statements, including AND, OR, and IF statements
- Create Pivot Tables to quickly summarize large databases
- Use statistical functions such as Ranking, COUNTIFS, and SUMIFS
- Create advanced combo charts from multiple charts
- Review key concepts by creating a final 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.

- Cell management including cell locking, auditing, and hot keys
- Special formatting for calculating dates
- Use advanced functions such as nested IF statements
- Learn advanced analytical tools for data consolidation, conditions to exclude data, and pivot charts
- Use advanced database functions including MATCH, VLOOKUP-MATCH, and INDEX-Double MATCH
- Record macros and relative reference macros for ad hoc reporting
- Create a project that applies key concepts from the class

## 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**

- Navigating through documents
- How to format documents
- Working with text and paragraphs
- Tables in Word
- Lists
- Endnotes, footnotes, and citations
- Adding Images to Word Documents

## **Microsoft Word Level II**

- Manage and work with multiple documents efficiently
- Track changes and collaborate using comments and revision tools
- Apply advanced formatting techniques for professional documents
- Create and manage reference tables, including tables of contents and indexes
- Design forms and use mail merge to automate personalized communications
- Build and apply custom style sets and templates for consistent formatting

## **Microsoft Access Level I**

- 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**

- 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.