Mindluster Platform

About the course Microsoft Office essentials for beginners

Microsoft Office essentials course, in this course designed to provide participants with fundamental knowledge and skills for effectively using the Microsoft Office suite. From Word to Excel, PowerPoint, Outlook, and more, this course covers essential features and functionalities of each Office application. Participants will learn how to create and format documents, manage spreadsheets, design compelling presentations, organize emails, and schedule tasks efficiently. Through hands-on exercises and practical demonstrations, participants will gain proficiency in navigating the various Office applications and leveraging their capabilities to enhance productivity and workflow management. Whether you're a beginner or seeking to refresh your skills, "Microsoft Office Essentials" is your gateway to unlocking the full potential of the Office suite. Join us as we explore the essential tools and techniques that are essential for success in today's digital workplace.

Computer Softwares Category's Courses

Course Lesson(9)

Lesson 1 : **Microsoft Word 365 for Beginners 4 Hour Training Course**

Lesson 2 : **Excel Tutorial Beginner to Advanced 12 Hour Excel Course**

Lesson 3 : **Microsoft Excel Tutorial 2021 365 4 5 Hours of Getting Started in Microsoft Excel 2021**

Lesson 4 : **Microsoft Excel Intermediate Training 2021 365 5 Hour Excel Tutorial Class**

Lesson 5 : **Microsoft Excel 2021 365 Tutorial 3 5 Hours of Advanced Excel Training Course**

Lesson 6 : **Microsoft PowerPoint for Beginners 4 Hour Training Course in PowerPoint 2021 365**

Lesson 7 : **Microsoft Word for Beginners 4 Hour Training Course in Word 2021 365**

Lesson 8 : **Microsoft Office 2021 365 for Beginners 9 Hours of Excel Word and PowerPoint Training**

Lesson 9 : **Excel 2021 365 Beginners Intermediate Training 10 Hour Excel Tutorial Class**

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