Mindluster Platform

About the course Microsoft office

Course Presenter : Simon Sez IT

Microsoft office, in this course provides comprehensive training on the most essential productivity tools â€” Word, Excel, PowerPoint, and Outlook. Youâ€™ll learn how to create professional documents, analyze data using formulas and charts, design engaging presentations, and manage emails efficiently. The course also covers collaboration features, file sharing through OneDrive, and real-time teamwork using Office 365. Through practical lessons, youâ€™ll explore shortcuts, templates, and formatting techniques to boost efficiency. By the end, youâ€™ll gain the skills to confidently use Microsoft Office for personal, academic, and professional tasks, enhancing productivity and digital communication in any work environment. Simon Sez IT

Computer Softwares Category's Courses

Course Lesson(10)

Lesson 1 : **Top 13 PowerPoint Tips and Tricks of 2024 for Professional Presentations**

Lesson 2 : **Top 15 Excel Tips and Tricks of 2024 to Save Time and Speed Up Your Work**

Lesson 3 : **Top 15 Excel Functions Everyone Needs to Know**

Lesson 4 : **Top 15 Microsoft Word Tips of 2024 for Formatting Documents**

Lesson 5 : **Best Microsoft Office Tips and Tricks for 2025 Excel Word PowerPoint More**

Lesson 6 : **Excel Features Every Accountant and Financial Analyst Needs to Know**

Lesson 7 : **Microsoft Project Essential Features Every Project Manager Needs to Know**

Lesson 8 :
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Lesson 9 : **Microsoft and Google Applications Every Educator and Administrator Needs to Know**

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