

Microsoft Master Certification Program with Access

This Microsoft Certification Program will get you certified in Excel, PowerPoint, Word, and Access. The package includes seven group classes, six hours of private training, and four Microsoft certification exams.

Group classes in NYC and onsite training is available for this course. For more information, email contact@nyimtraining.com or visit: <https://training-nyc.com/courses/microsoft-master-certification-bundle-with-access>



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Course Outline

This package includes these courses

- Excel for Business Fundamentals (6 Hours)
- Intermediate Excel for Business (6 Hours)
- Advanced Excel for Business (6 Hours)
- PowerPoint for Business (6 Hours)
- Advanced PowerPoint for Business (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 for Business Fundamentals

Master the core Microsoft Excel functions in this one-day course. Automate calculations and data entry. Apply formatting to text and cells to make your spreadsheet scannable and visually appealing. In this hands-on training, you will learn all the basics to use Excel as your primary data processing tool. You'll produce polished and print ready spreadsheets while learning tricks to accelerate your workflow.

Intermediate Excel for Business

Go from beginner to experienced professional: summarize data with Pivot Tables, write advanced functions including

VLOOKUP, and learn techniques to expedite your workflow. Use tools and formulas to format text. Manipulate data visuals with advanced charting skills. Use statistical formulas like COUNTIFS and SUMIFS to learn more about your data. At the end of intermediate Excel, you'll unlock powerful techniques that will help you complete tasks more quickly.

Advanced Excel for Business

Advance your career with this essential course for professionals that use Excel daily. You'll make functions more flexible, take Pivot Tables to the next level, and automate tasks with macros. Utilize Excel's most important tools with training in core database functions. If you have a strong working knowledge in Excel and want to save even more time with custom shortcuts and advanced features, this is the perfect course for you.

PowerPoint for Business

- Create new PowerPoint Presentations
- Choose appropriate slide layouts & add content (text, images, etc.)
- Add photos, graphics, & how to adjust them (size, crop, etc.)
- Build Diagrams using SmartArt
- Draw Shapes & Lines
- Align & Evenly Space Objects
- Work with Tables & Charts
- Add Transitions
- Run a PowerPoint Presentation (Slide Show)

Advanced PowerPoint for Business

- Design Custom PowerPoint Themes
- Work with Theme Colors, Fonts, Backgrounds, & Slide Layouts
- Add Animations for Stand Out Presentations
- Incorporate Video
- Customize the Look of Charts & Animate Charts
- Bring in Tables from Excel
- Manage Large Presentations with Sections, Hidden Slides, and Custom Shows
- Collaborate with Others using Comments

Microsoft Word Level I

Master Microsoft Word's essential shortcuts and techniques in one day. Prepare and send mass emails, letters, and labels with one click. Learn everyday functions used in firms throughout New York City. Eliminate formatting blunders with bullets and page numbers. By the end of this class, you'll be able to apply shortcuts that save hours on daily tasks and optimize your time in Microsoft Word.

Microsoft Word Level II

Advance your career with training in Microsoft Word's most advanced functions and features. Automate useful tools like mail

merge. Record tasks and write macros to save time. Create custom document styles and templates to improve productivity within your entire team. By the end of this course, you'll master advanced techniques that expedite your workflow. If you use Microsoft Word daily, this course provides essential training in everything you need to know.

Microsoft Access Level I

The course begins by reviewing the core features and functions of the Access database, so if you've never used Access, it's the perfect place to start!

By the end of the course, you'll know how to work with tables, query data, create forms, and generate reports. You'll have skills to use Microsoft Access for everyday tasks.

Microsoft Access Level II

In Microsoft Access Level II, you'll learn how to write advanced queries and organize your database for maximum efficiency. If you've taken Microsoft Access Essentials or already understand the basics, this is the perfect course for you. At the end of this intermediate Microsoft Access class, you'll be able to join tables, implement data validation techniques, and use advanced reporting functions.