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 corporate@nobledesktop.com or visit: https://www.careercenters.com/courses/microsoft-master-certification-bundle-w

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Course Outline

This package includes these courses

- Microsoft Word Level II (6 Hours)
- Microsoft Word Level I (6 Hours)
- Microsoft Access Level II (6 Hours)
- Microsoft Access Level I (6 Hours)
- Microsoft PowerPoint Level II (6 Hours)
- Microsoft PowerPoint Level I (6 Hours)
- Advanced Microsoft Excel (6 Hours)
- Intermediate Microsoft Excel (6 Hours)
- Beginner Microsoft Excel (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

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 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 Access Level II

Dive deeper into Microsoft Access 2016 with lessons on data validation, table structure improvement, and advanced reporting techniques. In this course, you'll learn more about relational databases by building one of your own, as well as tips and tricks to increase your efficiency.

Microsoft Access Level I

This Microsoft Access beginner course includes an overview of the Microsoft Access 2016 user interface and an introduction to creating data tables. By the end of Microsoft Access Level I, you'll know how to work with data in Microsoft Access and create basic forms.

Microsoft PowerPoint Level II

Master PowerPoint's advanced features from slide masters to custom shows in this six-hour PowerPoint course. By the end of this course, you'll be able to create custom themes, use animations, and manage large presentations.

Microsoft PowerPoint Level I

Get comfortable with PowerPoint essentials, from formatting text and visuals to delivering a presentation. By the end of this course, you'll know how to create and edit PowerPoint files, add and adjust different types of content (photos, icons, tables, charts, shapes and more) and how to present to an audience who's in-person or online.

Advanced Microsoft Excel

Become an expert Excel user with this Advanced Excel course. Learn powerful functions like INDEX-MATCH, work with advanced Pivot Table functions, and start recording macros to automate workflows. Prepare yourself for any Excel challenge with this advanced Excel course.

Intermediate Microsoft Excel

The intermediate Excel class focuses on more advanced functions (including VLOOKUP, COUNTIFS and SUMIFS), Sort & Filter, and Pivot Tables. You'll also learn crucial text-related features like splitting and joining text, removing duplicates, and data validation. Embedded in the course are pivotal time-saving tricks like Paste Special, keyboard shortcuts, and navigation techniques.

Beginner Microsoft Excel

Get going with the basics of Excel and start working on projects in Excel. Get practice with calculations and formulas, charts and tables, worksheet and workbook formatting, and basic hotkeys to accelerate your workflow.