

## Microsoft Essentials



### Certification

Graduates receive DTA Short Course Certificate



### Duration

3 days (24 hours)

## Course Description

The Microsoft Office Essentials short learning course is designed to provide participants with a comprehensive understanding of the core programs within Microsoft Office. This three-day, hands-on course covers the fundamentals of Word, Excel, and PowerPoint, enabling learners to confidently create, edit, and manage documents, spreadsheets, and presentations. Through guided exercises and practical examples, participants will learn how to effectively use Microsoft Office tools for both professional and personal productivity.

## Course Outcome

By the end of this course, participants will be able to:

- Understand basic computer operations, including system upkeep and file management.
- Use Microsoft Word to create, format, and edit professional documents.
- Apply essential Excel functions for data entry, analysis, and presentation.
- Design and deliver engaging PowerPoint presentations.
- Use online tools safely and apply proper email etiquette.
- Improve workplace productivity through effective use of Microsoft Office programs.

## Topics Covered

- Introduction to computers, operating systems, and file management
- Microsoft Word: document creation, formatting, and editing tools
- Microsoft Excel: data capture, formulas, charts, and basic analysis
- Microsoft PowerPoint: design, animation, and presentation techniques
- Online essentials: internet safety, email basics, and netiquette



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