



Consulting and Training | Reach New Heights

Course Name

MS (Powerpoint + Excel)

Sector Name

Information Technology

Document Type

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Course Introduction

Without any doubt, all companies and ministries in our current era are totally dependent on computers and systems to finish all their daily tasks, which used to take hundreds of hours to be done manually. More specifically, when we talk about data management and presentation.

This training course is designed to provide participants with the techniques needed to create and modify presentations using Microsoft PowerPoint and automate tasks, generating a data report using Microsoft Excel. This course will allow participants to explore the Excel and PowerPoint environment and become more familiar with all the tools and techniques to navigate it effectively.

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Target Audience

- ✓ Cloud Computing Engineer
- ✓ Computer Network Specialist
- ✓ Computer Support Specialist
- ✓ Database Administrator
- ✓ Information Technology Analyst
- ✓ Information Technology Leadership
- ✓ Information Security Specialist
- ✓ Software/Application Developer
- ✓ Web Developer
- ✓ Technology sales consultant

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Learning Objectives

- ✓ Gain necessary data management skills using Excel
- ✓ Easily automate daily and weekly reporting
- ✓ Replicate data with other departments at work
- ✓ Quickly backup and restore data and reports in case of data loss
- ✓ Start and end a PowerPoint session
- ✓ Run a slide show and create custom shows.
- ✓ Create different types of slides.
- ✓ Edit, format slides, and use templates.
- ✓ Use the Slide Sorter to reorganize a presentation.
- ✓ Create, edit, and import charts and tables for use in a presentation.
- ✓ Add special effects to the presentation.
- ✓ Use the slide, notes, and handout masters.
- ✓ Manage hyperlinks in presentations.
- ✓ Secure and share presentations.

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Course Outline

✓ Day 01

Introduction to MS Office PowerPoint 2016 (Basic)

- ✓ Creating a PowerPoint Presentation
- ✓ The Ribbon
- ✓ The Quick Access Toolbar
- ✓ The Backstage View (The File Menu)

Introduction to MS Office PowerPoint 2016 (Basic) - continuation

- ✓ Formatting Microsoft PowerPoint Presentations
- ✓ Working with Images
- ✓ Working with Tables and Charts

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Course Outline

✓ Day 02

Introduction to MS Office Excel

- ✓ Understanding the various spreadsheet terminology
- ✓ What are the various components of the Excel window interface?
- ✓ How to create our own template and use it efficiently every time we need to do the calculations and generate reports
- ✓ How to enter and edit data in Microsoft Excel?
- ✓ What is the advantage of the autofill feature, and how to use it?
- ✓ How to enter and edit functions in Excel, and how to work with the order of operations. What are the various ways to save and update workbooks, and how to save them as a PDF?
- ✓ How to move and copy data in Excel?
- ✓ What are the various methods to move data and
- ✓ ensure that the formulas are automatically updated?
- ✓ What are the various ways of pasting data?
- ✓ What's the difference between paste values, paste formulas, and transpose?
- ✓ What's the difference between cut, paste, and drag and drop? Which one is more efficient?
- ✓ When to use one over the other?
- ✓ How to use the autofill to copy formulas and allow the computer to automatically write the days, months, and quarters
- ✓ Understanding absolute references: how and when to use them? What happens if we don't use them?
- ✓ How to properly insert and delete ranges, rows, and columns
- ✓ How to insert simple functions in Excel (average, min, max)

- ✓ How to use the autosum shortcut?
- ✓ What is the difference between count and counta? Which one shall we use?

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Course Outline

✓ Day 03

How to apply various text formatting?

- ✓ How to format non-contiguous ranges?
- ✓ How to use the Format Cells dialog box?
- ✓ How to format the column width and height, and how to apply the autofit?
- ✓ How to apply professional formatting to the top rows and apply colors?
- ✓ What are the various alignment options (vertical and horizontal)?
- ✓ How to use the cell borders options to better display our data?
- ✓ How to use the Paste Special functionality to copy and paste formatting?
- ✓ How to format numbers (percentages, and how to format date and time values?)
- ✓ How to use the conditional formatting to change the format of the cells only where a condition is applicable?
- ✓ How to draw simple charts and how to move them from one sheet to another in a condition to keeps them linked and updated, and synchronized?
- ✓ How to add various chart elements (chart title, chart table, chart labels, axes labels)?
- ✓ How to add images to our worksheet?
- ✓ How to apply conditional formatting with graphics?

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Course Outline

✓ Day 04

How to print reports in a professional way?

- ✓ How to change the page orientation and scaling?
- ✓ How to modify the margins for easier printing?
- ✓ How to add headers and footers, and print different headers and footers?
- ✓ What are the various sheet options, and how to benefit from the printing gridlines and headings?
- ✓ How to set the print area or print a selected range?
- ✓ How to view all the data in a large worksheet professionally and easily?
- ✓ How to split a worksheet into several panes and work on each one separately?
- ✓ How to hide and unhide columns and worksheets?
- ✓ How to collapse the ribbon to see more of the worksheet?
- ✓ How to print large worksheets and reports?
- ✓ How to set the print titles and the page breaks to customize the way we need to print the data?
- ✓ How to print multiple worksheets at once, and how to easily rename and navigate through worksheets?

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✓ Day 05

How to link worksheets using 3d formulas?

- ✓ How to create a 3d reference and how to add the watch window dialog box?
- ✓ How to work on multiple workbooks at the same time and how to easily switch between them?
- ✓ How to copy and move worksheets between workbooks?
- ✓ How to calculate our data using the outlining and consolidating data?
- ✓ How to create a custom view to properly see the outlines created?
- ✓ How to create subtotals in a professional way?
- ✓ How to apply multiple subtotal functions?
- ✓ How to create named ranges to easily calculate formulas?
- ✓ How to use the Create from selection command?
- ✓ How to use the apply names command to easily substitute old cell ranges with new named ranges?

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Confirmed Sessions

FROM	TO	DURATION	FEES	LOCATION
Nov. 2, 2026	Nov. 6, 2026	5 days	2150.00 \$	Virtual , Online
March 14, 2027	March 18, 2027	5 days	4250.00 \$	KSA , Riyadh
June 22, 2026	June 26, 2026	5 days	4250.00 \$	UAE , Dubai
July 27, 2026	July 31, 2026	5 days	4950.00 \$	Spain , Madrid

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