



Consulting and Training | Reach New Heights

Course Name

MS Office - Entry to Mid

Sector Name

Information Technology

Document Type

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Course Introduction

Microsoft Office tools are essential in almost every workplace, yet many professionals use them at a basic or inefficient level, leading to wasted time, poorly formatted documents, inconsistent reports, and communication gaps.

Developed by **Boost**, this course treats MS Office as an integrated productivity toolkit, not separate applications. The program focuses on using Word, Excel, PowerPoint, and Outlook together to support daily work tasks, improve output quality, and increase efficiency across roles.

Boost's MS Office - Entry to Mid-course enables professionals to work smarter, faster, and more professionally using the tools they already have.

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Target Audience

- ✓ Entry to Mid-level professionals
- ✓ Administrative and operational staff
- ✓ New hires and junior employees
- ✓ Professionals seeking better office productivity
- ✓ Employees using MS Office regularly

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Learning Objectives

- ✓ Use MS Office tools more efficiently in daily work
- ✓ Create clear, well-structured documents and presentations
- ✓ Organize and manage basic data effectively
- ✓ Improve professional communication and coordination
- ✓ Integrate Office tools to support workflows
- ✓ Reduce errors and rework caused by poor tool usage

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Course Outline

✓ DAY 01

MS Office Fundamentals

Module 1: Understanding MS Office as a Work Toolkit

- ✓ Role of MS Office in daily work
- ✓ How tools complement each other
- ✓ Common inefficiencies in Office usage

Module 2: File Management and Best Practices

- ✓ File naming and organization
- ✓ Version control basics
- ✓ Avoiding document confusion

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Course Outline

✓ Day 02

Word for Professional Documents

Module 3: Creating Clear and Structured Documents

- ✓ Document layout and structure
- ✓ Headings, styles, and consistency
- ✓ Improving readability

Module 4: Editing and Reviewing Documents

- ✓ Reviewing and commenting
- ✓ Collaboration basics
- ✓ Avoiding formatting issues

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Course Outline

✓ Day 03

Excel for Everyday Work

Module 5: Organizing and Managing Simple Data

- ✓ Tables and basic data structure
- ✓ Sorting, filtering, and formatting
- ✓ Preventing common data errors

Module 6: Using Excel for Work Support

- ✓ Simple calculations
- ✓ Basic summaries
- ✓ Using Excel alongside Word and PowerPoint

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✓ Day 04

PowerPoint and Outlook Essentials

Module 7: Creating Effective Presentations

- ✓ Structuring slides clearly
- ✓ Visual clarity and simplicity
- ✓ Avoiding overloading slides

Module 8: Managing Work Communication with Outlook

- ✓ Email organization and etiquette
- ✓ Calendars and meetings
- ✓ Task and follow-up management

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Course Outline

✓ Day 05

Integrating MS Office for Productivity

Module 9: Integrating Office Tools

- ✓ Linking content across Word, Excel, and PowerPoint
- ✓ Improving workflow efficiency
- ✓ Reducing duplication of effort

Module 10: Building Sustainable Office Productivity

- ✓ Personal productivity habits
- ✓ Continuous improvement in tool usage
- ✓ Applying learning to daily work

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Confirmed Sessions

FROM	TO	DURATION	FEES	LOCATION
March 15, 2027	March 19, 2027	5 days	4250.00 \$	UAE , Dubai
June 28, 2027	July 2, 2027	5 days	4950.00 \$	Spain , Barcelona
Sept. 7, 2026	Sept. 11, 2026	5 days	4250.00 \$	UAE , Abu Dhabi
Dec. 28, 2026	Jan. 1, 2027	5 days	2150.00 \$	Virtual , Online

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