

ADVANCED MICROSOFT OFFICE FOR ADMINISTRATIVE PROFESSIONALS

Online

15 - Nov 2026 - 19 - Nov 2026

\$2,500



GENTEX[®]
TRAINING CENTER



Introduction

Mastering Microsoft Office is essential for administrative professionals who aim to enhance their productivity and efficiency. Microsoft Office is a powerful suite of tools that enables professionals to manage tasks, organize data, create documents, and streamline workflows effectively. Gentex Training Center offers the Advanced Microsoft Office for Administrative Professionals course, designed to equip participants with the advanced skills needed to handle complex administrative tasks. This five-day program provides hands-on training and practical exercises to ensure participants can apply their knowledge in real-world scenarios. By the end of this course, attendees will be able to maximize their efficiency, improve data management, and enhance document creation, making them valuable assets in any professional setting.

Advanced Microsoft Office for Administrative Professionals Course Objectives

- Develop advanced document formatting, collaboration, and automation skills in Microsoft Word.
- Enhance spreadsheet management, data analysis, and visualization skills in Microsoft Excel.
- Create compelling and professional presentations with advanced features in Microsoft PowerPoint.
- Improve time and email management using Microsoft Outlook.
- Utilize integration features across Microsoft Office applications to streamline workflows.
- Apply automation tools to optimize repetitive tasks and improve productivity.



Course Methodology

This course combines interactive training, hands-on exercises, case studies, and real-world scenarios to ensure practical understanding. Participants will engage in guided instruction, demonstrations, and collaborative discussions to reinforce learning outcomes.

Who Should Take This Course

- Administrative assistants
- Office managers
- Executive secretaries
- Personal assistants
- Professionals handling document processing and office administration

Advanced Microsoft Office for Administrative Professionals Course Outlines

Day 1: Advanced Microsoft Word

- Efficient document formatting and templates
- Collaboration tools: Track Changes, Comments, and Version Control
- Automating tasks with Macros and Quick Parts
- Creating professional reports and business documents
- Mastering mail merge for personalized communication

Day 2: Advanced Microsoft Excel

- Managing large datasets with advanced filtering and sorting

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- Utilizing formulas and functions for complex calculations
- Creating and analyzing PivotTables and PivotCharts
- Data validation and conditional formatting techniques
- Automating repetitive tasks with Macros

Day 3: Advanced Microsoft PowerPoint

- Designing professional and engaging presentations
- Using SmartArt, Charts, and Multimedia effectively
- Implementing slide master and themes for consistency
- Advanced animations and transitions for impactful presentations
- Tips for delivering compelling presentations

Day 4: Advanced Microsoft Outlook

- Managing emails effectively with folders, rules, and filters
- Organizing schedules with calendar and meeting tools
- Task and contact management for better productivity
- Automating repetitive actions with Quick Steps
- Enhancing security and preventing email overload

Day 5: Microsoft Office Integration and Productivity Enhancements

- Integrating Word, Excel, PowerPoint, and Outlook for seamless workflows
- Using OneDrive and SharePoint for cloud collaboration
- Automating tasks with Microsoft Power Automate
- Advanced tips for increasing efficiency and accuracy



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- Best practices for office administration using Microsoft Office

Conclusion

By successfully completing the Advanced Microsoft Office for Administrative Professionals course, participants will gain the expertise needed to manage office tasks efficiently using Microsoft Office tools. This course empowers professionals to enhance their productivity, streamline workflows, and improve data organization. With the guidance of Gentex Training Center, attendees will acquire valuable skills that significantly contribute to their professional growth and organizational success.

