

Microsoft Office Mastery

Course notes & summary

What you will learn

- Word: formatting professional documents (35 min)
- Word: tables, images & printing (28 min)
- Excel: rows, columns & basic formulas (40 min)
- Excel: charts & simple budgets (45 min)
- PowerPoint: building a slide deck (30 min)
- PowerPoint: animations & presenting (20 min)

Tips

- Practice a little every day.
- Watch the free lesson, then unlock the rest.
- Take the quiz to earn your certificate.