Training Course on Microsoft Office Management for Executive Assistants

Professional Development Training Course Outline

Category	Information Technology	**Duration**	5 Days
Base Fee	$1,500 USD	**Delivery Mode**	Online / On-site Hybrid

Course Introduction

In today’s fast-paced digital workplace, Microsoft Office Management has become an indispensable skill for Executive Assistants striving for excellence. Mastering tools like Microsoft Word, Excel, PowerPoint, Outlook, and Teams enables assistants to streamline workflows, increase productivity, and support high-level executives with precision and professionalism. Training Course on Microsoft Office Management for Executive Assistants is tailored specifically for executive assistants looking to sharpen their tech-savviness, multitasking capabilities, and digital communication skills through real-world applications.

As organizations become more tech-driven, the demand for skilled office managers and executive support professionals is rising rapidly. This program provides a practical, hands-on learning experience focusing on automation, advanced reporting, email management, calendar coordination, data visualization, and virtual collaboration. Whether you're upskilling or entering the field, this course ensures you gain certifiable Microsoft Office proficiency to thrive in modern executive roles.

Programme Curriculum

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Course Objectives

1. Master advanced Microsoft Word formatting and document automation
2. Develop expert-level Excel spreadsheet, pivot table, and data analysis skills
3. Learn PowerPoint design and presentation delivery for boardroom-level communication
4. Enhance email etiquette and management using Microsoft Outlook
5. Manage shared calendars and task delegation systems
6. Utilize Microsoft Teams for remote collaboration and communication
7. Integrate OneNote for meeting minutes and strategic planning
8. Automate repetitive tasks using Microsoft Office macros and shortcuts
9. Create dynamic templates and workflows for executive productivity
10. Practice real-time collaboration across Microsoft 365 applications
11. Build professional-grade reports and proposals
12. Learn cybersecurity and data protection essentials in Office
13. Gain certification-ready skills aligned with industry standards

Target Audience

1. Executive Assistants
2. Personal Assistants
3. Office Managers
4. Administrative Professionals
5. Virtual Assistants
6. Secretaries and Receptionists
7. HR Assistants
8. Team Coordinators

Course Duration:

- 5 days

Course Modules

Module 1: Microsoft Word Mastery

- Advanced formatting and styles
- Creating templates and mail merges
- Document versioning and tracking
- Table of contents and index automation
- Smart collaboration with comments and editing

Module 2: Excel for Data-Driven Decision Making

- Pivot tables and data charts
- Formulas, functions, and macros
- Budget tracking and financial reports
- Dashboards and KPIs
- Conditional formatting and auditing

Module 3: PowerPoint for Executive Presentations

- Slide design and visual hierarchy
- Animations and transitions
- Executive storytelling with data
- Templates for recurring meetings
- Rehearsal and presenter tools

Module 4: Outlook for Email & Calendar Management

- Inbox management strategies
- Flagging, categories, and rules
- Delegating calendars and scheduling
- Meeting invites and follow-ups
- Task management and priorities

Module 5: Microsoft Teams & OneNote

- Chat, channels, and file sharing
- Virtual meetings and screen sharing
- Notebook organization and tags
- Meeting minutes and to-do lists
- Integration with other Office apps

Module 6: Workflow Automation & Shortcuts

- Macros in Word and Excel
- Quick Access Toolbar customization
- Template automation
- Time-saving keyboard shortcuts
- Streamlining repetitive tasks

Module 7: Professional Reporting & Templates

- Report formatting in Word and Excel
- Executive summary creation
- Combining Office tools for proposals
- Standardized template libraries
- Print-ready and shareable reports

Module 8: Cybersecurity & Data Compliance

- Password protection and encryption
- Safe sharing practices in 365
- Email phishing and spam awareness
- Compliance and confidentiality
- Cloud-based backup and access control

Training Methodology

- **Instructor-Led Sessions** – Live sessions will provide expert guidance on Microsoft Office tools tailored to executive assistant tasks.
- **Interactive Simulations** – Simulated office scenarios will help learners apply Microsoft Office features in real-time situations.
- **Hands-On Exercises** – Practical exercises will reinforce tool mastery through direct application in everyday administrative functions.
- **Group Projects** – Team-based tasks will encourage collaboration and strengthen communication and document-sharing skills.
- **Self-Paced Video Tutorials** – Flexible tutorials will allow participants to review key concepts at their own pace for deeper understanding.
- **Real-World Case Studies** – Case analyses will highlight how executive assistants use Microsoft Office to solve real workplace challenges.
- **Productivity Challenges** – Timed tasks will test efficiency and accuracy, mirroring the demands of a modern executive assistant role.
- **Continuous Assessments** – Quizzes and skill checks throughout the course will track progress and identify areas for improvement.
- **Mock Tests** – Practice exams will simulate certification scenarios and enhance job-readiness confidence.

- **Downloadable Resources** – Participants will receive templates, cheat sheets, and guides for ongoing reference and support.

- **Post-Training Support** – Continued access to resources and expert help will ensure skills remain sharp and applicable on the job.

Register as a group from 3 participants for a Discount

Send us an email: info@fineskilltrainingcenter.org or call *+254769199797*

Certification

Upon successful completion of this training, participants will be issued with a globally- recognized certificate.

Tailor-Made Course

We also offer tailor-made courses based on your needs.

Key Notes

a. The participant must be conversant with English.

b. Upon completion of training the participant will be issued with an Authorized Training Certificate

c. Course duration is flexible and the contents can be modified to fit any number of days.

d. The course fee includes facilitation training materials, 2 coffee breaks, buffet lunch and A Certificate upon successful completion of Training.

e. One-year post-training support Consultation and Coaching provided after the course.

f. Payment should be done at least a week before commence of the training, to Fineskill Training Center account, as indicated in the invoice so as to enable us prepare better for you.

Upcoming Scheduled Sessions

Start Date	End Date	Location	Price
16 Nov 2026	20 Nov 2026	Online	$1,000
16 Nov 2026	20 Nov 2026	Physical	$1,500
16 Nov 2026	20 Nov 2026	Physical	$3,000

Start Date	End Date	Location	Price
16 Nov 2026	20 Nov 2026	Physical	$3,000
16 Nov 2026	20 Nov 2026	Physical	$6,000
16 Nov 2026	20 Nov 2026	Physical	$4,500
16 Nov 2026	20 Nov 2026	Physical	$6,000
16 Nov 2026	20 Nov 2026	Physical	$6,000

Ready to enroll or request a customized program? Book online or contact us:

Register Online Now

Email: info@fineskilltrainingcenter.com | Website: www.fineskilltrainingcenter.com