



Mastering Microsoft Office 2016

Mastering Microsoft Office 2016 - Online
Training Course - CPDUK Accredited



Corporate
Member

The CPD Certification Service



OVERVIEW

Welcome to The Mandatory Training Group's online Mastering Microsoft Office 2016 training programme. All our online training courses, programmes and qualifications are accredited by the CPD Certification Service (CPDUK).

Virtually all workers now require necessary MS Office skills. However, those with additional capabilities such as creating documents, mail merges, modifying macro scripts, formatting documents expertly, and executing other complex functions are likely to get more job opportunities. This Mastering Microsoft Office 2016 bundle has seven core modules as follows:

- ◆ Microsoft Office Word 2016 Essentials
- ◆ Microsoft Office Word Expert 2016
- ◆ Microsoft Office Excel 2016 Essentials
- ◆ Microsoft Office Excel 2016 Expert
- ◆ Microsoft Office PowerPoint 2016 Essentials
- ◆ Microsoft Office Outlook 2016 Essentials
- ◆ Mastering Office Access 2016 Essential

Mastering Microsoft Office 2016 – E-Learning Course — CPDUK Accredited

- ◆ Study method – Online, self-paced
- ◆ Estimated duration (Indicative CPD hours) – 15 hours
- ◆ Course format – Online (24/7 access), seven modules
- ◆ Entry requirements – no prerequisites required
- ◆ Assessment type – Complete end of course assessment (80% needed to pass and gain CPD certificate)
- ◆ Certification/Qualification – Downloadable CPD certificate
- ◆ Cost(s) of assessment and certification – Assessment and certification costs included in the course price
- ◆ Course accreditation – CPD Certification Service (CPDUK)
- ◆ Course access – Part-time (1-year access)
- ◆ Course delivery – via desktop PC/MAC, laptops, tablets or smartphones.

Who is the course for?

This Mastering Microsoft Office 2016 eLearning programme is suitable for anyone looking to improve their knowledge and usage of essential Microsoft Office 2016 applications. Those who have used previous versions of MS Office applications will also benefit from this 2016 update.

Course aims

This Mastering Microsoft Office 2016 online training programme will help to improve their understanding and practical usage of the core MS Office applications.

Learning outcomes

On completion of this online Mastering Microsoft Office 2016 programme, the learner will be able to:

- ◆ Improve their understanding of the core Microsoft Office applications,
- ◆ To understand the need of each of the Microsoft Office applications and how they relate to work-based tasks,
- ◆ To understand the critical differences between each of the Microsoft Office applications,
- ◆ To understand the device requirements for running each of the Microsoft Office applications,
- ◆ Recognise when to use each of the Microsoft Office programmes to create professional and academic documents,
- ◆ Use Microsoft Office programmes to develop personal, academic and business documents following current professional and industry standards,
- ◆ Apply skills and concepts for essential use of computer hardware, software, networks, and the Internet in the workplace and in future coursework as identified by the internationally accepted Internet and Computing Core (IC3) standards.

What is covered in this course?

Virtually all workers have some familiarity with Microsoft Word. However, individuals who can carry out mail merges, modify macro scripts, format documents expertly, and execute other complex functions are most highly recruited. This Mastering Microsoft Office 2016 online course bundle includes the following essential MS Office modules:

- Microsoft Office Word 2016 Essentials
- Microsoft Office Word Expert 2016
- Microsoft Office Excel 2016 Essentials
- Microsoft Office Excel 2016 Expert
- Microsoft Office PowerPoint 2016 Essentials
- Microsoft Office Outlook 2016 Essentials
- Mastering Office Access 2016 Essentials.

Microsoft Office Word 2016 Essentials

Learners will gain a fundamental understanding of the Microsoft Word environment and the ability to complete tasks independently. They will demonstrate the correct application of the principal features of Word 2016 by creating and editing documents for a variety of purposes and situations. Document examples include professional-looking reports, multi-column newsletters, resumes, and business correspondence.

Microsoft Office Word Expert 2016

Learners will learn to proficiently use the advanced features of Microsoft Word for document content management and advanced formatting – critical skills for those in roles such as editors, project managers, business information workers, and educators. Learners will create and manage professional multi-page documents for a variety of specific purposes and situations. They will customise their Word 2016 environments to meet project needs and to enhance productivity. Examples of expert-level documents include a business plan, a research paper, a specialised brochure, and a mass mailing.

Microsoft Office Excel 2016 Essentials

Learners will gain a fundamental understanding of the Excel environment and the ability to complete tasks independently. Workbook example includes professional-looking budgets, financial statements, team performance charts, sales invoices, and data-entry logs.

Microsoft Office Excel 2016 Essentials

Learners will gain a fundamental understanding of the Excel environment and the ability to complete tasks independently. Workbook example includes professional-looking budgets, financial statements, team performance charts, sales invoices, and data-entry logs.

Microsoft Office Excel 2016 Expert

Learners will gain an advanced level of understanding for the Microsoft Excel environment, and the ability to guide others to the proper use of the program's full features – critical skills for those in roles such as accountants, financial analysts, and commercial bankers.

Microsoft Office PowerPoint 2016 Essentials

Learners will learn to create, edit, and enhance slideshow presentations to create professional-looking sales presentations, employee training, instructional materials, and kiosk slideshows will gain a fundamental understanding of the Microsoft Office PowerPoint 2016 environment and the correct use of critical features of this application.

Microsoft Office Outlook 2016 Essentials

Learners will be able to use Outlook to enhance professional correspondence, create calendars, and schedule appointments. Learners will build and edit professional-looking email messages, maintain calendars across time zones, and schedule tasks for a variety of purposes and situations including sending an email for marketing campaigns, planning staff meetings, and assigning action items from those meetings.

Mastering Office Access 2016 Essentials

Learners will gain a fundamental understanding of this database application's environment and basic database principles. They will be able to demonstrate the correct use of critical features and the ability to create and maintain tables, relationships, forms, reports, and queries.

Why is this Mastering Microsoft Office 2016 training programme important?

- ◆ Virtually all workers have some familiarity with Microsoft Word. However, individuals who can carry out mail merges, modify macro scripts, format documents expertly, and execute other complex functions are most highly recruited.
- ◆ A solid grasp of PowerPoint for workers who wish to conduct dynamic presentations or prepare materials for bosses and colleagues is essential. Job candidates who can show employers some attractive examples of presentation slides will often have a leg up in the hiring process.

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Learn. Develop. Comply

HOW IT WORKS

Instant Access

- Gain instant access to your course(s) upon purchasing through our website
- Login credentials are sent immediately to the customer to the email address provided during the checkout process
- We also advise all customers to check their spam and junk mail folders in case your mail server has diverted the email there

Online Support 24/7

- Customer service teams interact with clients through email and live chat support.

Refund policy

- To request a refund, you should email our support team with your receipt stating why you would like to be reimbursed.
- You, or your learners, must not complete the training to make a valid refund claim.
- Any courses that have been completed and those with certificates achieved will not be valid for a refund.

Learn Anytime, Anywhere, On Any Device

- Learn at your own pace, at a time and place convenient to your circumstances
- Individual learners can access their course material(s) 24/7 for 365 days from the date of purchase
- In the case of organisations that order multiple licences for future use, the countdown will start when learners are allocated to the training course(s)

Assessment and Certification

- Unlimited attempts to complete end of course assessments
- On successful completion, download, print/save quality-assured CPD certificate

100% Money Back Guarantee

- We want you to be completely satisfied with your training. We offer a 14-day money-back guarantee if you are not 100% satisfied.

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ACCREDITATION

End of course assessment

At the end of this course, learners are required to complete an online end of course assessment. On successful completion of the assessment (80% pass mark), learners may download a FREE CPD certificate from their profile page.

Certification

On successful completion of this e-learning course and end of course assessment, the learner may download, save and/or print a quality assured CPD certificate (recognised internationally). Our CPD certificate can be used to provide evidence for compliance and audit or Continuing Professional Development (CPD).

Course accreditation

The CPD Certification Service accredits all our online training courses and programmes as conforming to universally accepted Continuous Professional Development (CPD) guidelines.



The banner features three main logos and text elements. On the left is the 'Mandatory Training Group' logo, which includes a stylized 'i' icon. In the center, the text reads 'Corporate Member' in a large blue font, with 'The CPD Certification Service' in a smaller font below it. On the right is the 'CPD CERTIFIED' logo, with 'The CPD Certification Service' and 'Collective Mark' underneath. At the bottom center, the text 'CPD UK Corporate Membership Number - 11177' is displayed.

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Mandatory Training Group 

WHY CHOOSE OUR ACCREDITED E-LEARNING COURSES?

The benefits of using our accredited e-learning courses in the workplace include:

- CPDUK accredited e-learning provider
- Ofqual approved training centre (UK qualifications)
- Internationally recognised CPD and Ofqual approved certificates
- Wide range of courses and qualifications that meet UK legislation and guidelines
- Over 500 online courses and programmes that cover multiple sectors
- Free blended learning environment for individuals and organisations
- Immediate access to online courses and programmes
- Highly interactive e-learning portal
- Substantial cost reductions (no travel fees and other expenses)
- Self-paced online learning
- Low carbon footprint through e-learning
- Repository of online learning materials and assessments
- Fully qualified and experienced trainers, instructors and assessors
- Experienced subject matter experts and content developers
- Conversion of existing classroom courses to e-learning courses
- All training courses meet the latest guidance and best practice recommendations.



Civility in the Workplace Training Course for Global Executives

“YPO is the premier global leadership organisation for more than 28,000 chief executives in over 130 countries and the global platform for them to engage, learn and grow. We approached The Mandatory Training Group to develop an online training programme focusing on improving workplace civility. Their team developed excellent learning materials tailored to our organisational needs. With their support, we rolled out the civility in the workplace training programme to over 300 executives around the world.”

Nicolle Billmyre, YPO, Texas, USA



City and Hackney

Clinical Commissioning Group

Counter Fraud, Bribery and Corruption Training for NHS Providers

“NHS City and Hackney Clinical Commissioning Group (CCG) is an NHS organisation led by local GPs. The Mandatory Training Group provided us with tailored courses focussing on tackling fraud, corruption and bribery for all our staff across various sites. The e-learning courses helped us to meet statutory and regulatory requirements”.

Harriet Griffiths, NHS City and Hackney CCG, London, UK



Accredited Training Courses, Programmes and Regulated Qualifications

“Reed is the largest platform for jobs, recruitment and courses in the UK. The Mandatory Training Group is one of our most trusted providers of continuing professional development (CPD) programmes and regulated qualifications. They have provided us with a wide range of learning materials ranging from soft skills, personal development, health and safety, among others. These courses help many job seekers to improve their skills and comply with the current UK and European laws”.

Mansh Bhatti, Reed Courses, London, UK

Statutory and Mandatory Training for Primary Care Providers

“When we set up our business, we were looking for a reliable training provider for the healthcare multi-disciplinary team (MDT). We worked with The Mandatory Training Group to establish our training needs for each group of professionals. Their experience was invaluable, helping us to design new courses and assessments to meet the commissioners' and regulatory requirements”.

Anne Joy, OSD Healthcare, Hemel Hempstead, UK



Healthcare choice for **everyone**

Statutory and Mandatory Training for Healthcare Providers

“All our senior clinicians were delighted with the delivery of the mandatory training courses. They found the course leaders to be very flexible with allocating more time to certain areas at request. The course contents that LearnPac had designed were tailored to our workforce, which helped them improve their understanding of the subjects. The application of legislative concepts to practice was excellent”.

Sophie Hartley-Jones, OneHealth Group, Sheffield, UK



Online Training and Development for the Public Sector

“We work with various public sector organisations. Statutory and mandatory training is essential for all our placements. We used LearnPac for the blended learning environment they provide for our staff. The online statutory and mandatory training courses adequately meet our regulatory requirements. LearnPac's learning management system enabled us to manage our learners and quickly sort out compliance for our workers. The flexibility of pricing and meeting our needs with the mandatory training was beneficial.”

David Sanchez, Eden Brown Synergy, London, UK



Blended Train the Trainer Courses for Healthcare Providers

“We were looking to provide resuscitation and first aid training for clinical and non-clinical staff internally. The Mandatory Training Group stood out because they provide comprehensive blended learning solutions. Our internal trainers and facilitators were able to complete the theory training and assessments in advance. The practical sessions were packed with meaningful activities throughout the day. The lead trainers also helped us to complete training needs assessments”.

Kate McLoughlin, Nuffield Health, Bournemouth, UK

[Click Here to Buy this Course](#)

LEARN. DEVELOP. COMPLY.

The Mandatory Training Group is the leading UK provider of accredited statutory and mandatory training courses for all sectors, including health and social care, education, local government, private and charity sectors.

We have supported over one million learners to reach their potential through e-learning courses and qualifications using our interactive online learning portal.

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