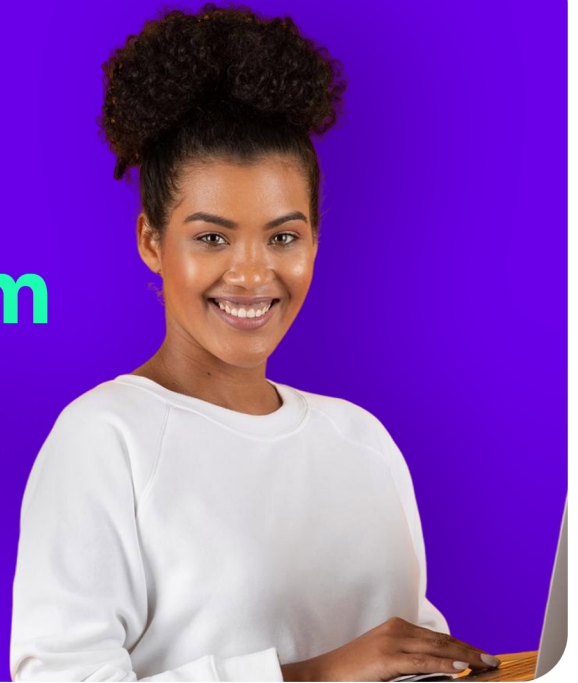




# Microsoft Suite Mastery Program (Level 2)



**Duration:** 1 Month (4 Weeks)  
**Mode:** Physical & Virtual



## Summary

Upgrade your productivity skills with advanced Word, Excel, and PowerPoint techniques — create, analyze, and present like a true professional.

### Course Overview

The **Cirvee Microsoft Suite Mastery (Level 2) Program** takes your office and productivity skills to the next level. This course builds on the basics to help you create professional documents, analyze data efficiently, and design impactful presentations that stand out.

You'll learn advanced features in **Word**, **Excel**, and **PowerPoint**, mastering how to automate tasks, format reports, and visualize data for decision-making. You'll also explore **Google Workspace** for collaboration, ensuring you're prepared for both local and global workplaces.

Every session is hands-on — from writing business reports and generating charts to presenting polished pitch decks. By the end of this program, you'll not only have a strong portfolio of Microsoft projects but also the confidence to use these tools in any business, academic, or professional environment.

## Modules Overview

- 01. Microsoft Word – Document Creation & Formatting**  
Format, style, and structure professional documents and reports.
- 02. Microsoft Excel – Data Entry & Basic Analysis**  
Organize, analyze, and visualize data using formulas and charts.
- 03. Microsoft PowerPoint – Presentation Design & Delivery**  
Design visually appealing slides and deliver presentations confidently.
- 04. Integration, Collaboration & Final Project**  
Combine all tools for a unified project and collaborate effectively through OneDrive.

## Career Opportunities

After this program, you can work as a:

Administrative Assistant

Office Executive

Data Entry Analyst

Virtual Assistant

Presentation Specialist

Business Support Officer



## Stay Cirvee Tip

"Once you can use Microsoft and Google tools to create, calculate, and communicate — you're no longer just computer literate... you're career ready."

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