



Microsoft Suite Mastery Program

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



Summary

Learn how to create clean documents, organized spreadsheets, and powerful presentations using Microsoft Word, Excel, and PowerPoint for school, work, and business.

Course Overview

The **Cirvee Microsoft Suite Mastery Program** is designed to help you build essential digital productivity skills. Over 4 weeks, you'll move from basic computer knowledge to confidently creating professional documents, analyzing data, and presenting ideas with impact.

You'll learn how to design CVs and business letters in **Word**, manage data and charts in **Excel**, and craft stunning presentation slides in **PowerPoint**. This program also teaches you how to collaborate online using **OneDrive** and **Google Workspace**, making you workplace-ready and efficient in a digital world.

Every session is practical and hands-on — perfect for students, job seekers, and professionals looking to boost their computer confidence. By the end, you'll not only master Microsoft tools but also understand how to integrate them into real-life business and career projects.

Modules Overview

01. Microsoft Word – Document Creation & Formatting

Learn to format text, insert tables, add images, and create professional CVs and letters.

02. Microsoft Excel – Data Entry & Basic Analysis

Master spreadsheets, formulas, charts, and data organization for business and school projects.

03. Microsoft PowerPoint – Presentation Design & Delivery

Design visually appealing slides, use animations, and present ideas confidently.

04. Integration, Collaboration & Final Project

Combine all tools — Word, Excel, and PowerPoint — into one project and share via OneDrive.

Career Opportunities

After this program, you can work as a:

Administrative Assistant

Data Entry Specialist

Office Support
Professional

Virtual Assistant

Business Documentation
Officer

Presentation Designer



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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