



ADMINISTRATION AND SECRETARIAL | AS-016

Microsoft Office Skills for Administrators

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Course content

Why Attend

Administrators rely on Word, Excel, Outlook and PowerPoint every day. Stronger skills save hours and improve the quality of documents and reports.

This Aractech course covers advanced Word documents and templates, mail merge, Excel for lists, formulas and simple analysis, Outlook productivity, PowerPoint presentations and collaboration through Microsoft 365. Participants complete practical tasks based on administrative work.

Course Methodology

- Hands-on labs
- Demonstrations
- Practice tasks
- Templates
- Q&A sessions

Course Objectives

- Create professional Word documents and templates
- Use mail merge and document automation
- Manage data and calculations in Excel
- Use Outlook for email, calendar and tasks
- Create clear PowerPoint presentations
- Collaborate using Microsoft 365

Target Audience

- Administrative assistants
- Secretaries

Course content

- Office managers
- Coordinators

Course outline

Detailed course outline

Day-by-day outline for Microsoft Office Skills for Administrators.

Day 1 - Word

- 09:00-09:45 | Styles and formatting
- 09:45-10:30 | Templates
- 10:30-11:00 | Tables
- 11:00-11:30 | Coffee break
- 11:30-11:45 | Tables (continued)
- 11:45-12:30 | Long documents
- 12:30-14:00 | Lab: Professional document

Day 2 - Mail Merge and Automation

- 09:00-09:45 | Mail merge
- 09:45-10:30 | Quick parts
- 10:30-11:00 | Forms
- 11:00-11:30 | Coffee break
- 11:30-11:45 | Forms (continued)
- 11:45-12:30 | Track changes
- 12:30-14:00 | Lab: Mail merge

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Day 3 - Excel for Administrators

- 09:00-09:45 | Lists and tables
- 09:45-10:30 | Formulas
- 10:30-11:00 | Sorting and filtering
- 11:00-11:30 | Coffee break
- 11:30-11:45 | Sorting and filtering (continued)
- 11:45-12:30 | Simple charts
- 12:30-14:00 | Lab: Data tasks

Day 4 - Outlook and PowerPoint

- 09:00-09:45 | Email rules
- 09:45-10:30 | Calendar
- 10:30-11:00 | Tasks
- 11:00-11:30 | Coffee break
- 11:30-11:45 | Tasks (continued)
- 11:45-12:30 | Presentations
- 12:30-14:00 | Lab: Presentation

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Day 5 - Microsoft 365 Collaboration

- 09:00-09:54 | OneDrive and SharePoint
- 09:54-10:48 | Teams
- 10:48-11:00 | Co-authoring
- 11:00-11:30 | Coffee break
- 11:30-12:12 | Co-authoring (continued)
- 12:12-13:06 | Productivity tips
- 13:06-14:00 | Capstone: Admin task challenge

Seminar dates

Available seminar dates

Live dates and pricing for Microsoft Office Skills for Administrators generated from the course details page.

Date	Location	Format	Fee
9 - 13 November 2026	London	Classroom	€2,315
14 - 18 December 2026	Munich	Classroom	€3,225
18 - 22 January 2027	Barcelona	Classroom	€2,815
15 - 19 February 2027	Frankfurt	Classroom	€1,875
15 - 19 March 2027	Rome	Classroom	€3,460
19 - 23 April 2027	Kuala lumpur	Classroom	€1,925
17 - 21 May 2027	Barcelona	Classroom	€2,815
21 - 25 June 2027	London	Classroom	€2,315
19 - 23 July 2027	Geneva	Classroom	€4,315
16 - 20 August 2027	Barcelona	Classroom	€2,815

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18 - 22 October 2027	Rome	Classroom	€3,460
15 - 19 November 2027	Kuala lumpur	Classroom	€1,925
20 - 24 December 2027	Barcelona	Classroom	€2,815
9 - 13 November 2026	Online / Live	Online / Live	€1,815
14 - 18 December 2026	Online / Live	Online / Live	€1,815
18 - 22 January 2027	Online / Live	Online / Live	€1,815
15 - 19 February 2027	Online / Live	Online / Live	€1,815
15 - 19 March 2027	Online / Live	Online / Live	€1,815
19 - 23 April 2027	Online / Live	Online / Live	€1,815

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21 - 25 June 2027	Online / Live	Online / Live	€1,815
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