



OBS VISION

CORPORATE TRAINING | DIGITAL PRODUCTIVITY

Corporate Microsoft Office Tools Training Catalog

Practical Excel, productivity and office tool skills for modern business teams - from foundation to advanced reporting, formulas, pivot tables and data handling.



Foundation

Excel basics, formulas and formatting



Intermediate

Functions, references and printing setup



Advanced

Pivot tables, filters, charts and macros

Customisable for in-house corporate training, public workshops or department-level upskilling

Corporate Microsoft Office Tools Training Program

A generic professional catalog for corporate Microsoft Office and Excel training. This program helps employees build practical office productivity skills, manage data accurately, prepare reports, use formulas, analyse information and improve daily work efficiency.

Program category	Corporate Training / Microsoft Office Tools / Excel Productivity / Business Reporting
Recommended duration	1-day or 2-day workshop per level; customisable based on participant proficiency and business needs
Training style	Instructor-led workshop, live demonstrations, guided exercises, hands-on practice and workplace-based examples
Difficulty levels	Foundation, Intermediate and Advanced levels available
Delivery mode	In-house corporate training, hotel training room, computer lab, company retreat or online/hybrid delivery
Suggested group size	Suitable for small to medium corporate groups; recommended minimum 4 pax for focused learning

Who This Program Is For



Corporate Employees

Staff who regularly use spreadsheets, documents and reports for daily work.



Managers & Executives

Leaders who need faster reporting, cleaner data and better decision-making support.



Admin, HR, Finance & Operations

Teams who manage databases, tracking sheets, scheduling, claims, inventories, analysis and documentation.

Suggested Training Levels & Learning Focus

Choose one level or combine multiple levels into a progressive learning pathway. Content can be adjusted based on participant baseline, job function and department use case.

Foundation

LEVEL

For beginners and users who need stronger basic Excel confidence.

- Cell referencing, entering text and numbers
- Rows, columns, worksheets and formatting
- Basic formulas and common functions
- Freezing titles, number formats and alignment

Intermediate

LEVEL

For users who need stronger formulas, formatting and worksheet control.

- Conditional formatting and custom formats
- Named ranges, mixed references and nested functions
- COUNTIF, date, text, IF, AND, OR, VLOOKUP and HLOOKUP
- Paste special, page setup, printing and worksheet management

Advanced

LEVEL

For users who manage data, reports, dashboards and analysis workbooks.


- Sorting, filtering, subtotals and advanced filters
- Pivot tables, grouping, importing text files
- Data validation, auditing and charting
- Scenarios, input tables, macros and workbook security

Key Features & Setup Requirements

<p>Hands-on practice</p> <p>Participants work directly on exercises and sample files.</p>	<p>Workplace relevance</p> <p>Examples can be adapted to HR, finance, admin, sales or operations.</p>
<p>Progressive levels</p> <p>Foundation, Intermediate and Advanced pathways can be offered separately.</p>	<p>Productivity outcome</p> <p>Designed to reduce manual work and improve report accuracy.</p>
<p>Small-group support</p> <p>Facilitator guidance supports participants at different skill levels.</p>	<p>Certificate ready</p> <p>Can include certificate of participation and post-training action plan.</p>

Requirements & Recommended Setup

Devices	Laptop or desktop computer with Microsoft Excel / Microsoft Office access.
Software	Microsoft Excel version suitable for the selected level; sample files may be provided for exercises.
Pre-requisites	Foundation: no prior experience required. Intermediate/Advanced: basic Excel familiarity recommended.
Room setup	Projector, screen, Wi-Fi, power extensions and seating suitable for laptop-based hands-on practice.

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