**Blog Template: Microsoft Office 2019/Office 365 Courses**

**Blog 1: Microsoft Value 2019 Suite**

**Three Reasons You Must Know Microsoft Office in the Workplace**

What if we could give you a surefire way to set yourself apart from other job applicants in any organization or industry? While there are no magic formulas for gaining the knowledge needed to be successful, there is a way to put yourself ahead in almost any position in any industry. You need to learn and master the Microsoft Office 2019 suite.

Microsoft’s Word, Excel, and PowerPoint are some of the most widely-used business productivity programs. This means you need to know them, and we’re not talking about knowing just the basics. We’re talking about learning to use these programs at a more advanced level. If you need a refresher or want to take your Microsoft Office skills to the next level, you can learn the latest software online.

Regardless of where you’re at in your career, here are three reasons to master the newest Microsoft Office software:

**1. Microsoft Office products are the most widely-used business productivity software worldwide.**

Searching for a job can be tough. Similarly, working toward advancement in your organization is also tough. But knowing how to use one of the most popular business software products will go a long way in helping you reach your goals.

Microsoft Office is extremely popular. It’s ease-of-use, accessibility, interactivity, and adaptability across operating systems have made its programs the most commonly used tools within companies around the world.

In fact, there are over 1.2 billion users of Microsoft Office products. More than 60 million businesses have a monthly subscription to Office 365. On top of that, approximately 50,000 new small businesses purchase Microsoft Office products each month!

It has been shown to drastically increase productivity, and it’s so widely used that the skills you gain will be transferrable to any new job or company you join throughout your career.

**2. Knowing Microsoft Office products will give you a leg up in the job hunt.**

Review any job posting that interests you. (Seriously, do it right now.) You’ll see that knowledge of at least one Microsoft Office product is a requirement for the job.

Listing proficiency in Microsoft helps push your resume through applicant tracking systems and into human hands for review. Advanced knowledge of Microsoft Office programs can also increase your earning potential.

In fact, earning a Microsoft Office Specialist certification can increase your salary up to $16,000 above those without certification.

**3. Microsoft Office knowledge helps you be a better employee and coworker.**

When you learn Microsoft Office 2019 programs beyond just using basic functions, you will increase your productivity. High productivity is essential to long-term success in your career.

Moreover, your ability to operate efficiently will move the business forward and make you an invaluable part of the team, a better co-worker, and a leader in the workplace. From project management to office coordination, having a better grip on Microsoft Word, Excel, PowerPoint will have a positive impact on your organization. This includes lesser-known formulas, shortcuts, and capabilities that can help you save your employer time and money.

In 2019, there’s no reason not to know how to use Microsoft at a basic level and ample opportunity to truly master its software.

Ready to learn Microsoft Office 2019? Sign up for the Microsoft Office value suite and learn Word, Excel, and PowerPoint:

**Sign Up for the Microsoft Office Value Suite**

**Blog 2: Microsoft Office 2019/Office 365**

**Why You Need Professional Training for Microsoft Word 2019**

Microsoft Word is the most widely used word processing tool in the world. Along with many other Microsoft Office products, it is used by over 1.2 billion people worldwide. Mastering Microsoft Word 2019 arms you with knowledge and skills that are transferrable to almost company in any industry.

Of all the products in the Microsoft Office suite, Microsoft Word is probably the most user-friendly and easiest program from a user interface perspective. This also makes it a program that most people think they know how to use without taking the time to train. However, you need to understand the full capabilities of Word to get the most out of this program.

We’re here to help with some things you can do in Microsoft Word that will be sure to get you noticed at work. In truth, understanding Microsoft Word can make you…

**1. More productive**

Microsoft Word is designed to be user-friendly and easy to use.

Knowing even the basics will help you in your job. However, understanding shortcuts for faster navigation, selections and formatting will dramatically increase your productivity. And with the Microsoft Office 365 counterpart, you can edit and create documents entirely online.

In addition, tools like Building Blocks and Auto Text can help you automate content as you produce documents.

**2. More collaborative**

Microsoft Word has dozens of features that are designed to help you collaborate better with others.

Professional training will help you learn how to share documents securely, track changes and changes to provide feedback, and create company-specific templates for others in your organization. There are also ways to encourage work collaboration in real time.

No matter where you and your colleagues are located, you can share your documents and allow for immediate input as you work.

**3. More professional**

You probably already know that Microsoft Word's automatic spell check ensures you don’t make simple mistakes.

However, you might not realize that there are additional tools such as grammar checks, writing tense review, and grade level indicators. Training can also help you learn to access templates which will allow you to produce professional looking documents such as brochures, business cards, letterhead, and more.

**4. More efficient**

Microsoft Word makes you more efficient in your work, especially when you pair it with other Microsoft Office products like Excel.

Do you know how to mail merge, produce labels, envelopes and other professional documents? These features save a great deal of time on the job. You should also learn auto formatting to create headers, footers, page numbers, cover sheets, and even a table of contents.

**5. More engaging**

Microsoft Word is about more than just text.

When you're a more advanced user, you can use pictures, drawings, and even video to better engage your audience. There are even photo editors in the latest versions that allow you to apply a variety of artistic effects. You can also create unique diagrams with SmartArt, and even transform documents into interactive, easy-to-share web pages in Microsoft Word 2019 or a subscription to Office 365.

Leaning how to use Word better will also help you more effectively use other programs in the Microsoft Office suite of products. For example, you’ll be able to pull information from Excel, create drawing and diagrams, and push to PowerPoint. Best of all, the knowledge and skills that you gain using Microsoft Office products are transferrable to almost any company worldwide.

There's no better time to start an online training course that will help you throughout your entire career.

Ready to learn the latest Microsoft Word software? Sign up for our six-week Microsoft Word 2019 course:

**Start Learning Microsoft Word 2019**

**Blog 3: Microsoft Excel 2019/Office 365**

**Five Reasons You Need Microsoft Excel 2019 Training**

Microsoft Excel 2019 is used for more than just creating tables. Of all the products in the Microsoft Office suite, Excel is probably the most underutilized and least understood in terms of its full capabilities. At the same time, it’s one of the most commonly used spreadsheet programs.

So, the disconnect is clear: most businesses use it, but people aren’t using it to its full capabilities. This is why taking a deeper dive with a training course makes a difference in your work productivity and gives you a step ahead in your career.

Here are five reasons you need professional training in Microsoft Excel 2019:

**1. Microsoft Excel 2019 has even more uses than previous versions.**

You probably already know that you can create tables in Microsoft Excel.

However, there is much, much more you need to know when it comes to how to use Excel. Yes, it’s true that Excel does allow you to organize data into tables, but it also performs simple and complex math, so you don’t have to do it by hand.

And, it turns lines of data into helpful charts and graphs. It can even analyze your data to make future predictions!

**2. Learning its advanced features can make you more productive.**

As mentioned, Microsoft Excel can perform both simple and complex math calculations with formulas. But did you know that Excel can also automate some of the functions you perform every day?

The software learns your patterns and can automatically organize data to help you save time. You’ll love the new ideas button in Excel 2019 and Office 365 which will offer personalized suggestions based on your unique data and inputs. You can also learn how to access and use templates that will help you more easily create professional workbooks.

And in the workplace, you can use it cross-functionally with other Microsoft Office products to perform time-saving functions.

**3. You can visualize data with Microsoft Excel.**

Not everyone has an analytical, or data-oriented mind. Many of us are visual learners, and that’s ok.

Microsoft Excel is the perfect tool for helping less analytical people visualize data and understand its meaning. The latest version of Excel 2019 and Office 365 have new chart and graph features to help you engage your audience by presenting data in compelling ways. Using various formatting, sparklines, and tables, you can help others better understand your data.

You can also more easily create forecasts and predict trends, which is sure to impress your boss.

**4. The Office 365 version makes it easy to collaborate with others.**

With Office 365, Microsoft Office’s online counterpart, you can easily share an Excel workbook with others. Moreover, you can also manage their ability to perform various tasks based on individual user. This sharing allows you to work together in real time and ensures that everyone is viewing and working with the latest data.

There is nothing worse than creating a report or forecast only to find out that you were working with outdated information. It doesn’t matter where you and your colleagues are located, you can easily work together in Excel and allow for input or changes.

**5. You could make more money by knowing how to use Microsoft Excel 2019.**

Many of the jobs you will apply for both now and in the future will require at least a basic understanding of Microsoft Excel 2019. Listing proficiency in this program will help you get your foot in the door for an interview, but it can also help you command a higher salary.

According to the Huffington Post, those with Excel skills make $2.50 more per hour on average than those without. This equals an extra $100 per week on your paycheck that you could make just by taking the time to learn Excel!

Accountants aren’t the only people who need to understand how to use Excel in order to be successful in their jobs. No matter what you do (teacher, business owner, marketer, scientist, sales, engineer, etc.), there is a good chance that Microsoft Excel can help you within your role. Having a deep understanding of how to use Excel will also make you the person that others turn to for help.

You’ll find that your boss and colleagues will be drawn to your advanced knowledge, and you never know when they will need your help within Excel. There’s no better time to start an online training course for Microsoft Excel 2019 and invest in your career.

Ready to learn the latest Microsoft Excel software? Sign up for our six-week Microsoft Excel 2019 course:

**Start Learning Microsoft Excel 2019**

**Blog 4: Microsoft PowerPoint 2019/Office 365**

**Four Reasons Why You Need Professional Training in PowerPoint 2019**

Microsoft PowerPoint 2019 is more than just bullets and text on slides. When used correctly, this program can help you create dynamic presentations that will captivate audiences and sell your ideas.

PowerPoint, along with other products in the Microsoft Office suite, is used by more than 1.2 billion people around the world. So, how to do you keep yourself ahead of the pack? Mastering PowerPoint with an online training course is a sure-fire way to keep your skills up to date. Plus, you’ll gain a professional skill set that can be transferred to nearly any company in any industry.

While there’s an art to being a good presenter that comes with practice, knowing the ins and outs of Microsoft PowerPoint only helps you get better at it. Here are a few reasons you need professional training in PowerPoint:

**1. Use PowerPoint to present like a pro.**

There’s a reason why Microsoft PowerPoint is so commonly used.

This software provides you with tools that help you organize (and reorganize) your ideas seamlessly. You will be able to present your ideas with confidence using slide specific notes sections that are only visible to you, the presenter, with no fear of losing your place or forgetting the point you were trying to make.

With the latest version of PowerPoint 2019 or Office 365, you can even convert ink to text making it easier than ever to move your inspirational ideas that you wrote down in the moment into a powerful presentation.

**2. Your presentations will make a statement.**

As you may know, PowerPoint helps you present your ideas with customized design, animation, video, and graphics.

One of the most difficult parts of creating a presentation is choosing the right photos to convey and enhance your message. Luckily there is an add-in (PickIt) that will allow you to source pictures from PowerPoint without worrying about copyright infringements.

You can also use Design Ideas (in more recent versions of PowerPoint) to automatically receive suggestions for more advanced slide layouts that can improve your presentation. So, if presenting or building presentations is a part of your job, why not have your slides make a statement?

**3. You can communicate better.**

Microsoft PowerPoint 2019 can help you communicate better, but in more ways than just creating a great visual presentation.

This software provides a way for you to translate slides into various languages so you can communicate with any audience. PowerPoint includes a built-in accessibility checker so you can be sure your audience is receiving the whole message.

In addition, you can use Zoom to create interactive slides that will adapt to your audience’s needs by allowing you to jump to specific slides or sections in any order you decide without interrupting the flow or leaving slide show mode.

**4. Microsoft’s Office 365 platform helps you collaborate with others.**

With Microsoft’s Office 365, you can use PowerPoint 2019 to collaborate with coworkers no matter where they are located

Use real time co-authoring features and comments to get inputs from colleagues and stakeholders. Sharing documents with others allows you to create the best possible presentation that will help achieve your goals. It also promotes trust and a sense of teamwork among you and your coworkers even if you don’t share the same office or see each other every day.

You can learn how to use PowerPoint and gain an in-depth knowledge of its features in just a few weeks by completing an online professional training course. The skills you gain in Microsoft PowerPoint will stay with you throughout your entire career.

Ready to learn the latest Microsoft PowerPoint software? Sign up for our six-week Microsoft PowerPoint 2019 course:

**Start Learning Microsoft PowerPoint 2019**