

Digital Literacy with Microsoft

Marshall Cavendish Education, the one-stop solution and Microsoft Global Training Partner, aims to provide Microsoft certification and training to educators through a series of webinars and customised programmes.

Educator Webinars

Equip yourself with essential Microsoft skills to elevate your teaching expertise and digital knowledge. Hone your visual storytelling capabilities, learn to cultivate an inclusive classroom, and maximise your data storage understanding!

Register now to secure your spot and receive the latest updates.

Jumpstart Your Microsoft Photos and Microsoft Office Expertise

Synopsis:

Encourage creativity with Microsoft Photos, a visual storytelling tool for image viewing and organisation, raster graphics editing, and more.

Objectives:

- ✓ Introducing the Microsoft Photos
- Explore the Microsoft
- ✓ Office Specialist training programme overview

Duration:

1 hour

Maximise Your Microsoft Office Proficiency

Synopsis:

Enhance your productivity skills by familiarising yourself with key Microsoft Office tools like Word, Excel, and PowerPoint in our upcoming webinar!

Objectives:

- ✓ Introducing new in Word, Excel and PowerPoint 2019
- Explore the Microsoft
- ✓ Office Specialist training programme overview

Duration:

1 hour

Unlock Office 365 for the Classroom

Synopsis:

Join us for an exciting session to understand the basics of Office 365 and Cloud storage for collaboration, communication, and creativity.

Objectives:

- ✓ Introduce the basics of Office 365 and OneDrive

Duration:

1 hour

Register your interest now!



Terms and Conditions:

- Workshops will be conducted by MCE trainers.
- Each workshop requires 20 registrants to commence and is capped at 40 pax per session.
- MCE reserves the right to cancel and/or change the webinar topics.
- If you wish to conduct courses for your school only, please contact us at marketing@mceducation.com for more info.
- Webinars are complimentary for registrants.

Enhance Your Teaching Capabilities with Microsoft Tools

Discover Your Learning Needs

Marshall Cavendish Education offers two courses that advance educators' technical skills, supports teaching strategies, and guides them through training till certification.

Get certified in key Microsoft Office software, like Word, Excel, PowerPoint, with more than 10 hours of hands-on interaction in the **Microsoft Office Specialist Training and Certification** course. Discover the joys and benefits of being a lifelong learner in our course on **Conducting an Effective New-Gen Learning Environment**, as you explore and acquire different classroom-centred approaches to teaching.



Why Attain the Microsoft Office Specialist (MOS) Certification?



Stay ahead of the competition with technology



Boost confidence to excel in the competitive job market and score a higher earning potential



Maintain the effectiveness of education to meet the demands of workplace



Increase overall work productivity and efficiency

This Training and Certification Course is Suitable for:

Teachers

Students

Non-teaching staff



Microsoft Office Specialist Training and Certification



Scan for a list of skills measured during the exam and how the skills will be assessed.



Attaining Microsoft Office Specialist (MOS) Certification begins with an Associate certification. You may take one or all of the following:

✓ **Word Associate (Word and Word 2019):**

This certification demonstrates competency in the correct application of the principal features of Word by creating and editing documents for a variety of purposes and situations.

[Find out more](#)

✓ **Excel Associate (Excel and Excel 2019):**

This certification demonstrates competency in the fundamentals of creating and managing worksheets and workbooks, creating cells and ranges, creating tables, applying formulas and functions, and creating charts and objects.

[Find out more](#)

✓ **PowerPoint Associate (PowerPoint and PowerPoint 2019):**

This certification demonstrates competency to create, edit, and enhance presentations and slideshows.

[Find out more](#)

Getting started

1. Contact us at marketing@mceducation.com
2. Discuss and confirm your course dates

Attempt the exam and obtain your certifications

- ✓ Take a 1-hour exam via Certiport
- ✓ Receive your exam results instantly

Attempt workshop

Course duration:

Each course consists of eight 1-hour training sessions and an hour of exam simulation practice.

Register your interest now!



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Conducting an Effective New-Gen Learning Environment

This programme promotes continuous learning for educators, introducing strategies, applications, and skills that enhance teaching potential. Through a virtual instructor-led training, participants will explore different types of classroom-centered approaches and how to apply engaging and effective learning in the classrooms of today with the help of several Microsoft tools.

Differentiated Instruction – A teacher's response to learners needs

Synopsis:

Understanding that every learner is different is vital in delivering an impactful lesson. Differentiated Instruction is an approach shaped to meet different learner's needs, not a one-size fits all approach. Come join us for this 180-minute session to learn about strategies and applications that can be used to differentiate classroom elements like lesson content, activity process, application projects, and the overall learning environment.

Objectives:

- ✓ Upgrade skills
- ✓ Learn through activities with a hands-on approach
- ✓ Understanding Differentiated Instruction through applying various tools

Duration:

3 hours

Tools required:

Office 365, Microsoft Forms, Microsoft Stream

Boost engagement: Take your virtual class to new heights (e-Learning)

Synopsis:

In this digital age, creating lessons that stick, even through e-learning, is vital in educating students. Learn to boost engagement through active learning with this 180-minute course, which takes you through teaching strategies that help grip students' attention when conveying key lessons and ideas. Encourage the development of holistic soft skills, like collaboration and communication, through these Microsoft applications.

Objectives:

- ✓ Collaboration, cloud storage
- ✓ Increase engagement virtually with Microsoft productivity tools
- ✓ Learn through activities

Duration:

3 hours

Tools required:

Sway, Power Point, OneDrive (optional)

Project-based Learning

Synopsis:

Project-based Learning is a dynamic classroom approach in which students actively explore real-world problems and challenges, as well as acquire deeper knowledge. Differentiated Instruction through Project-based Learning is a 180-minute course which takes you through applications such as the Whiteboard, Edge browser, and Microsoft Word to hone effective usage, researcher skills, and support critical thinking and creativity in students.

Objectives:

- ✓ Upgrade skills
- ✓ Apply skills learnt to various project-based learning tasks
- ✓ Learn through activities

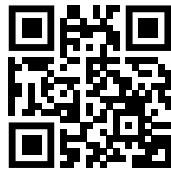
Duration:

3 hours

Tools required:

Edge Browser, White Board, Researcher, Word, MS Teams (optional)

Register your interest now!



Customised Microsoft Office Training for Teachers

All the aforementioned courses are customisable in duration and context. Contact us at marketing@mceducation.com to discuss potential course structures!



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for Students

Digital Literacy with Microsoft

Better understand and make use of your technological skills with Marshall Cavendish Education (MCE), the one-stop solution and authorised Microsoft Global Training Partner, through the Microsoft certification and training courses for students.

Get certified in key Microsoft Office software, like Word, Excel, and PowerPoint, with more than 10 hours of webinars, customised programmes, and hands-on interaction in the Microsoft Office Specialist Training and Certification course.

Interested?

Here's how to get started.

1. Getting started

- ✓ Contact us at marketing@mceducation.com
- ✓ Discuss and confirm your course dates

2. Attend the course

- ✓ Each course consists of 10 one-hour training sessions and an hour of exam simulation practice to fortify your understanding and hands-on application
- ✓ Consult our experts for advice on how to ace the exams

3. Attempt the exam and obtain your certifications

- ✓ Take a 1-hour exam via Certiport
- ✓ Receive your exam results instantly

Benefits for Learners



Stay ahead of the competition with technology



Boost your confidence to excel in the competitive job market



Increase your overall work productivity and efficiency



Maintain the effectiveness of education to meet the demands of the workplace

Course Outline



Microsoft Excel

This course teaches the skills necessary to create and manage professional looking spreadsheets using a variety of features. Participants will be introduced to basics of creating an Excel spreadsheet. They will be taught to navigate through Excel and learn its formulas and functionality.

This course will focus on:

- Session 1**
- Excel Application Window
 - Creating Workbooks and Worksheets
 - Student activity using MS Excel

- Session 2**
- Entering Data into Worksheets
 - Constructing Cell Data
 - Student activity using MS Excel

- Session 3**
- Managing Worksheets
 - Student activity using MS Excel

- Session 4**
- Using Formulas
 - Student activity using MS Excel

- Session 5**
- Formatting the Worksheets
 - Working with Fonts, Borders and Colours
 - Student activity using MS Excel

- Session 6**
- Conditional Formatting
 - Student activity using MS Excel

- Session 7**
- Working with Charts
 - Student activity using MS Excel

- Session 8**
- Organising Data
 - Student activity using MS Excel

- Session 9 & 10**
- Viewing Workbooks
 - Printing Workbooks
 - Final student assessment and survey





Microsoft PowerPoint

This course teaches the skills necessary to create and manage professional looking Presentations using a variety of features. Participants will be introduced to basics of creating Presentations. They will be taught to navigate through various features of PowerPoint and learn its functionality.

This course will focus on:

Session 1

- Getting Started
- Working with Slides
- Student activity using MS PowerPoint

Session 2

- Working with Text
- Student activity using MS PowerPoint

Session 3

- Adding Multimedia Elements
- Student activity using MS PowerPoint

Session 4

- Working with Pictures
- Student activity using MS PowerPoint

Session 5

- Using Transitions
- Student activity using MS PowerPoint

Session 6

- Using Animations
- Student activity using MS PowerPoint

Session 7 & 8

- Table Basics
- Chart Basics
- Student activity using MS PowerPoint

Session 9

- Enhancing Presentations
- Inserting a Screen Recording
- Animating 3D Models
- Applying Multiple animations to 3D Models
- Drawing with Digital Ink
- Student activity using MS PowerPoint

Session 10

- Preparing the Slide Show
- Student activity using MS PowerPoint
- Student assessment and survey





Microsoft Word

This course teaches the skills necessary to create and manage professional looking documents using a variety of features. Participants will be introduced to basics of creating a Word Document. They will be taught to navigate through Word and learn its functionality.

This course will focus on:

Session 1

- Word Interface & Ribbon
- Creating and Managing Documents
- Student activity using MS Word

Session 2

- Working with Text
- Student activity using MS Word

Session 3

- Formatting Text and Paragraphs
- Student activity using MS Word

Session 4

- Using Tables
- Student activity using MS Word

Session 5

- Working with Objects
- Student activity using MS Word

Session 6

- Working with Objects (Continued)
- Student activity using MS Word

Session 7

- Adding WordArt and Shapes
- Student activity using MS Word

Session 8

- Working with SmartArt
- Student activity using MS Word

Session 9

- Working with 3D Models
- Student activity using MS Word

Session 10

- Formatting Documents to Print
- Change document paper size, orientations, and margins
- Student activity using MS Word
- Student assessment and survey



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Contact

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