




MICROSOFT OFFICE TRAINING | WORD, POWERPOINT, EXCEL

Join Our Microsoft Office Training Series this SUMMER

Exclusively for Hampton University Faculty and Staff!

Sharpen your skills & boost your productivity this summer with our interactive, hands-on training sessions tailored to all experience levels!

Microsoft Word	Microsoft PowerPoint	Microsoft Excel
 Learn professional formatting and real-time collaboration.	 Discover PPT designing tips and best practices for engaging and visually compelling presentations.	 Explore formulas, tables, data insights, and efficient shortcuts that'll leave an impact.
Topics includes:	Topics include:	Topics include:
<ul style="list-style-type: none">• Creating templates and using SmartArt• Using track changes and collaboration tools• Formatting and styles for professional documents	<ul style="list-style-type: none">• Designing compelling slides for course content• Using animations and transitions effectively• Incorporating multimedia and presenter tools	<ul style="list-style-type: none">• Using formulas and functions for everyday tasks• Sorting, filtering, and conditional formatting• Understanding pivot tables and data visualization



MS Office Training
Summer 2025



 Summer 2025 |  Harvey Library

Exact dates and times coming soon!

Click the link below to choose your preferred application training and delivery options:

[Microsoft Office Training Form](#)