Computer & IT | Internships | Corporate Trainings | Online Courses

ADVANCE CERTIFICATE IN MICROSOFT OFFICE

Start your digital journey with confidence

Duration: 3 Month | **Certificate** · Intermediate

OVERVIEW OF THE COURSE

The Advance Certificate In Microsoft Office course gives you practical, job-oriented training with hands-on projects, expert trainers and career support from ISDM NxT.



3 Month	3	Live	5
DURATION	SUBJECTS	PROJECTS	TOOLS

JOIN NOW →

WhatsApp us

WE ARE AVAILABLE AT
600+ LOCATIONS

NOT SURE WHICH COURSE IS RIGHT FOR YOU?
Choose the Best Course for You - Try our AI-Powered Career Counselling for FREE

Start free →

YOUR NEAREST ISDM NxT CENTRE

Samsiddhi Academy

Samsiddhi Academy, First Floor, Sri Krishna Prasad Compound, Neermarga Main Road, Bhatrakodi, Pedamale Post, Mangalore - 575029., Dakshina Kannada, Karnataka - 575029

Call / WhatsApp: **8618196335** · samsiddhi.academy@gmail.com

Scan to enquire

COURSE CURRICULUM

What you will learn

01 Subjects → | 02 Tools

01 Subjects & modules

3 subjects

- **01** Microsoft Excel
- **02** Microsoft Power Point
- **03** Microsoft Word

02 Tools & software you will master

5 industry tools

MW	ME	MP	EM	AT
Microsoft Word	Microsoft Excel	Microsoft PowerPoint	Email	AI Tools

CAREER OPPORTUNITIES

Where this course can take you

- Computer Operator
- Data Entry Operator
- Office Assistant
- MIS / Excel Executive

Freelancing & own business

- Freelancing opportunities include data entry, virtual assistance, and content creation.

Industries that hire

- Various industries including IT, education, and healthcare are looking for candidates with basic computer skills.

Grow further

- Completing these courses can lead to further studies in IT or business management.

Certification

The ISDM NxT Certificate is awarded after you successfully complete the course and its final assessment.

Practical project | Final online test | Verifiable certificate

WHY START NOW

Your future is built by the skills you learn today.

Companies hire people who can do the work. Every month you practise adds a project to your portfolio - the best time to start is now.

18+	600+	2,708+	390+
Years of training experience	Centres across India	Job offers to our students	Hiring companies

UNIQUE FEATURES AT ISDM NxT

- ✓ Free pre-counselling to choose the right course
- ✓ Study material, attendance, assignments, exams and results online from day one
- ✓ 24x7 AI trainer (ChatNxT) for your doubts
- ✓ Experienced, rated trainers and daily class feedback
- ✓ Practical lab sessions and live projects
- ✓ Monthly online mentorship sessions
- ✓ Resume, mock interviews and job offers in your student dashboard
- ✓ Freelancing and start-up guidance

● LIVE PLACEMENT DATA

Latest job offers to ISDM NxT students

Updated 20 Nov 2026



Gaurav M.
India
Java Software Development Engineer
Health Catalyst



Geeta K.
New Delhi
tellecaller for digital marketing
balajimarketingexperts



Anand S.
Muvattupuzha
Hiring Junior Account Executive J...
CorpZop



Adarsh S.
Ghugus
TGT Computer Science
Adani Foundation



Priyanka Y.
Mumbai
Data Entry Operator (Full-time) -...
CorpZop



Rajan S.
Ahilyanagar
Computer Trainer
Enlearning skill development Ltd

Job offers shared with our students through the ISDM NxT job network. See all at isdmnext.in/latest-placement

LIMITED SEATS · VALID TILL 30 NOV 2026

FREE Ambassador Affiliate Programme

Complete your admission within **10 days** and join the ISDM NxT Ambassador Affiliate Programme free of cost: refer friends, earn referral rewards as per the programme and get featured on the ambassador leaderboard.

CLAIM NOW

TAKE THE FIRST STEP

Book your FREE counselling session today

Meet our counsellor, see the lab, get your doubts answered and know the current fees and offers for your centre.

YOUR ISDM NxT CENTRE

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ENQUIRE NOW | WhatsApp | Call 8618196335

Scan for course details & enquiry

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Choose the Best Course for You

Try our AI-Powered Career Counselling for FREE - answer a few questions and get the courses that fit your interests, skills and career goal.

Try it FREE →
isdmnext.in/course-for-you

01
Counselling
Free guidance to pick the right course

02
Training
Practical classes, labs and projects

03
Mentoring
Experts, AI trainer and feedback

04
Placement support
Resume, interviews and job offers

What you get with this course

- Study material and online access from day one
- Practical lab sessions and live projects
- 24x7 AI trainer support
- AI career counselling
- Interview preparation
- Job offers in the student dashboard
- ISDM NxT certificate

ISDM NxT Head Office: 309, Saffron Plaza, Airport Road, Vadodara, Gujarat, 390022 · +916263625594 · inquiry@gmail.com

Fees depend on the centre and current offers - ask your counsellor. Course content may be updated to stay current with industry needs. · isdmnext.in