

COURSE BROCHURE • 2026

MS Office Expert

Word, Excel and PowerPoint — the skills every employer expects.

8

MODULES

43

LESSONS

3

MONTHS

3

LEVELS

Start where you are. Go as far as you want.

LEVEL 1

Beginner

MS Word — Essentials · MS Word — Advanced

₹1,300

1 month · 2 modules · 14 lessons

LEVEL 2

Intermediate

MS Excel — Essentials

₹1,500

1 month · 3 modules · 16 lessons

LEVEL 3

Advanced

MS PowerPoint — Essentials · MS PowerPoint — Advanced

₹1,600

1 month · 3 modules · 13 lessons

Take all three levels

One journey, beginner to job-ready

₹4,400

3 months · best value

What you walk away with

- **Learn by building**
Real projects from week one — never theory alone.
- **Build a portfolio**
Finished work you can put in front of an employer.
- **Use professional tools**
The same software the industry actually runs on.
- **Get job-ready**
Resume help, interview practice and placement support.

TOOLS: Excel

Top performers

Do well, and you could work with us.*

Our strongest learners get invited onto real client projects as interns.

*Internships are merit-based and limited, offered subject to performance and live project availability. Conditions apply.

Enrol at marutiaitech.com

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