

## **Module 1: Introduction to MS Office**

- Overview of MS Office suite (Word, Excel, PowerPoint, Outlook)
- Navigating the interface (ribbons, menus, toolbars)
- File management: creating, saving, printing, sharing documents
- Keyboard shortcuts and productivity tips

## **Module 2: MS Word – Word Processing**

- Creating and formatting documents
- Paragraph alignment, line spacing, and indentation
- Working with tables, images, and shapes
- Styles, templates, and themes
- Mail merge (letters, labels, envelopes)
- Proofing tools (spell check, grammar, thesaurus)
- Page setup and printing options

## **Module 3: MS Excel – Spreadsheets**

- Introduction to worksheets and workbooks
- Data entry, formatting, and editing
- Formulas and functions (SUM, AVERAGE, IF, VLOOKUP, etc.)
- Charts and graphs (bar, line, pie, etc.)
- Pivot tables and data analysis basics
- Conditional formatting and data validation
- Sorting, filtering, and managing large datasets

## **Module 4: MS PowerPoint – Presentations**

- Creating and designing slides
- Layouts, themes, and templates
- Adding images, audio, and video
- Animations and transitions
- SmartArt and charts in presentations
- Slide show setup and delivery techniques
- Tips for effective presentations

## **Module 5: MS Outlook – Email & Scheduling**

- Setting up and managing email accounts
- Sending, receiving, and organizing emails
- Attachments and signatures
- Calendar management (appointments, meetings, reminders)
- Contacts and task management

## **Module 6: Advanced Productivity & Integration**

- Linking Word, Excel, and PowerPoint together
- Exporting and importing data between applications
- Collaboration tools (comments, track changes, co-authoring)
- Cloud integration with OneDrive
- Security features (password protection, restricted editing)

## **Module 7: Practical Projects & Assessment**

- Create a formatted report in Word
- Build a financial spreadsheet with charts in Excel
- Design a presentation with animations in PowerPoint
- Manage emails and schedule meetings in Outlook
- Final project: Integrated business report (Word + Excel + PowerPoint)

## **Learning Outcomes**

By the end of this course, students will:

- Master document creation and formatting in Word
- Use Excel for calculations, data analysis, and visualization
- Design professional presentations in PowerPoint
- Manage emails, contacts, and schedules in Outlook
- Integrate MS Office tools for real-world productivity