

MS OFFICE MASTERCLASS SYLLABUS

Module 1: Computer & Windows Fundamentals

Topics

- Introduction to Computers
- Windows 11 Overview
- Desktop
- Start Menu
- File Explorer
- File Management
- Folder Management
- Shortcuts
- Control Panel
- Settings
- User Accounts
- Windows Security

Module 2: Microsoft Word – Beginner

Topics

- Word Interface
- Creating Documents
- Saving Documents
- Formatting Text
- Fonts
- Paragraph Formatting
- Page Setup

- Margins
- Headers & Footers
- Page Numbering
- Bullets
- Numbering
- Borders
- Tables
- Images
- Shapes

Module 3: Microsoft Word – Advanced

Topics

- Styles
- Themes
- Table of Contents
- Mail Merge
- Labels
- Envelopes
- Watermarks
- Hyperlinks
- Templates
- Forms
- Track Changes
- Comments
- Document Protection
- PDF Export

Module 4: Microsoft Excel – Beginner

Topics

- Workbook
- Worksheet
- Rows & Columns
- Formatting
- AutoFill
- Sorting
- Filtering
- Charts
- Basic Formulas
- AutoSum
- Printing

Module 5: Microsoft Excel – Intermediate

Topics

- Relative References
- Absolute References
- IF Function
- SUMIF
- COUNTIF
- AVERAGEIF
- Data Validation
- Conditional Formatting
- Text Functions
- Date Functions
- Lookup Functions

Module 6: Microsoft Excel – Advanced

Topics

- VLOOKUP
- HLOOKUP
- XLOOKUP
- INDEX
- MATCH
- Pivot Tables
- Pivot Charts
- Dashboard Design
- Power Query Basics
- What-If Analysis
- Goal Seek
- Scenario Manager

Module 7: Microsoft PowerPoint

Topics

- Slide Design
- Themes
- Layouts
- SmartArt
- Charts
- Icons
- Animations
- Transitions
- Slide Master
- Multimedia
- Presenter View
- Export Video
- Presentation Tips

Module 8: Outlook & Business Communication

Topics

- Email Setup
- Professional Emails
- Calendar
- Contacts
- Meetings
- Rules
- Signatures
- Categories
- Tasks
- Notes

Module 9: Microsoft Teams & OneDrive

Topics

- Teams Overview
- Meetings
- Screen Sharing
- Chat
- File Sharing
- OneDrive
- Cloud Storage
- Collaboration
- Permissions

Module 10: Office Productivity with AI

Topics

- Microsoft Copilot
- ChatGPT
- AI in Word
- AI in Excel
- AI in PowerPoint
- AI Email Writing
- AI Data Analysis
- AI Presentation Creation
- AI Resume Writing

Module 11: PDF & Document Management

Topics

- PDF Creation
- PDF Editing
- PDF Conversion
- Merge PDFs
- Split PDFs
- Digital Signature
- Password Protection
- OCR Basics

Module 12: Final Office Projects

Project 1

Professional Resume

Project 2

Invoice System

Project 3

Employee Attendance Sheet

Project 4

Salary Sheet

Project 5

Sales Dashboard