

MS OFFICE MASTERCLASS SYLLABUS

Module 1: Computer & Windows Fundamentals

- Computer basics and essential terminology
- Windows 11 fundamentals
- Desktop, Start Menu and Taskbar
- File Explorer
- Files and folders
- Creating, renaming, copying and moving files
- File extensions and common document formats
- Installing and managing applications
- Basic Windows settings
- Search and productivity features
- File organization and backup basics
- Practical Windows activities

Module 2: Microsoft Word — Beginner

- Introduction to Microsoft Word
- Word interface and document creation
- Typing and editing text
- Fonts and text formatting
- Paragraph formatting
- Alignment, spacing and indentation
- Bullets and numbering
- Page setup
- Headers and footers
- Tables
- Images and shapes
- Saving and exporting documents
- Printing and PDF creation

- Practical document exercises

Module 3: Microsoft Word — Advanced

- Professional document formatting
- Styles and themes
- Advanced tables
- Page breaks and section breaks
- Headers and footers
- Page numbering
- Columns
- Cover pages
- Images and object positioning
- Mail Merge
- Templates
- Table of contents
- Professional reports
- Resume and business document creation
- Practical advanced Word projects

Module 4: Microsoft Excel — Beginner

- Introduction to Excel
- Workbook and worksheet
- Rows, columns and cells
- Data entry and editing
- Formatting cells
- Number and date formats
- Basic formulas
- SUM
- AVERAGE
- MIN and MAX
- COUNT

- Relative and absolute references
- Sorting and filtering
- Basic charts
- Basic spreadsheet exercises

Module 5: Microsoft Excel — Intermediate

- IF functions
- AND / OR
- COUNTIF / SUMIF
- Conditional formatting
- Data validation
- Advanced sorting and filtering
- Excel tables
- Named ranges
- Text functions
- Date and time functions
- Lookup concepts
- VLOOKUP / XLOOKUP
- Charts and visualization
- Data cleaning
- Practical office reports

Module 6: Microsoft Excel — Advanced

- Advanced lookup techniques
- INDEX & MATCH concepts
- Advanced formulas
- Nested functions
- Pivot Tables
- Pivot Charts
- Data analysis
- What-If Analysis

- Goal Seek
- Advanced conditional formatting
- Dashboard fundamentals
- Protecting worksheets and workbooks
- Practical business reporting
- Excel productivity techniques
- Advanced Excel project

Module 7: Microsoft PowerPoint

- Introduction to PowerPoint
- Creating presentations
- Slide layouts and themes
- Text and formatting
- Images and graphics
- Shapes and icons
- Tables and charts
- SmartArt
- Slide transitions
- Animations
- Speaker notes
- Presentation design principles
- Professional presentation structure
- Presentation delivery
- Practical presentation project

Module 8: Outlook & Business Communication

- Microsoft Outlook introduction
- Email management
- Sending professional emails
- CC and BCC
- Attachments

- Email signatures
- Inbox organization
- Folders and categories
- Calendar management
- Meetings and appointments
- Contacts
- Professional email etiquette
- Follow-up communication
- Practical workplace communication activities

Module 9: Microsoft Teams & OneDrive

- Introduction to Microsoft Teams
- Teams and channels
- Chat and messaging
- File sharing
- Online meetings
- Screen sharing
- Collaboration
- Microsoft OneDrive
- Cloud file storage
- File synchronization
- Sharing permissions
- Collaborative document editing
- Workplace productivity
- Practical collaboration activities

Module 10: Office Productivity with AI

- Introduction to AI in office work
- Microsoft Copilot concepts
- AI-assisted document creation
- AI-assisted email writing

- Summarizing documents
- Improving professional writing
- Excel assistance with AI
- Presentation assistance
- Creating ideas and outlines
- AI-assisted data analysis
- ChatGPT for office productivity
- Responsible use of AI
- Checking AI-generated content
- Practical AI productivity activities

Module 11: PDF & Document Management

- Understanding PDF files
- Creating PDFs from Word and Office applications
- PDF viewing and organization
- Combining documents
- Basic PDF editing
- Converting documents
- Compressing PDF files
- Printing and sharing documents
- Digital document organization
- File naming and folder structures
- Document security basics
- Practical document management activities

Module 12: Final Office Projects

- Professional Word document
- Excel business report
- PowerPoint presentation
- Professional email workflow
- Cloud collaboration task

- AI-assisted office task
- PDF/document management task
- Complete office productivity simulation
- Final practical assessment
- Course completion and certificate requirements