VIJAY KUMAR CHIRUTHA

MICROSOFT OFFICE

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NON-IT COURSES

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MICROSOFT OFFICE COURSE– SYLLABUS

Module 1: Introduction to MS Office

- Overview of MS Office suite
- Versions & interface differences
- Ribbon, Tabs, Quick Access Toolbar
- File operations: New, Open, Save, Save As, Print

Module 2: MS Word (Word Processing)

Basics:

- Creating, opening, and saving documents
- Formatting text & paragraphs
- Bullets & numbering
- Find & Replace

Intermediate:

- Styles & themes
- Tables & borders
- Page layout & sections
- Header, Footer, Page numbering
- Mail merge (letters, labels, envelopes)

Advanced:

- Templates & macros
- Track changes & comments
- Reference tools: Table of contents, Footnotes, Endnotes
- Inserting images, charts, SmartArt, shapes

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Module 3: MS Excel (Spreadsheets)

Basics:

- Worksheet basics, rows, columns, cells
- Entering & formatting data
- Basic formulas & functions: SUM, AVERAGE, MIN, MAX

Intermediate:

- Logical & lookup functions: IF, VLOOKUP, HLOOKUP, INDEX, MATCH
- Charts & graphs
- Conditional formatting
- Data sorting & filtering
- Pivot tables & pivot charts

Advanced:

- Data validation
- Scenario Manager, Goal Seek
- Macros (basic)
- What-If analysis
- Introduction to Power Query (optional)

Module 4: MS PowerPoint (Presentations)

Basics:

- Creating a presentation
- Slides: Insert, delete, move
- Slide layouts & templates

Intermediate:

- Adding text, images, tables, charts
- Slide transitions & animations
- Master slides & themes
- Hyperlinks & action buttons

Advanced:

- Multimedia integration (audio/video)
- Slide show settings
- Collaboration & sharing
- Presenter view

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Module 5: MS Outlook (Email & Collaboration)

- **Email basics: Compose, Send, Reply, Forward**
- **Managing Inbox, Folders & Categories**
- **Calendar: Create appointments & meetings**
- **Contacts & Address book**
- **Tasks & Notes**
- **Rules & Alerts**

Module 6: MS Access (Database Management)

Basics:

- **Database concepts: Table, Record, Field**
- **Creating a database & tables**
- **Data types & primary keys**

Intermediate:

- **Queries: Select, Update, Delete**
- **Forms: Creating & formatting**
- **Reports: Generating & formatting**

Advanced:

- **Relationships between tables**
- **Import & export data**
- **Macros & automation (basic)**

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Module 7: Integration & Practical Exercises

- Importing Excel charts into Word & PowerPoint
- Embedding objects
- Mail merge with Excel & Word
- Real-world projects & case studies

Module 8: Tips, Shortcuts & Productivity

- Keyboard shortcuts for all MS Office apps
- Time-saving techniques
- Collaboration & cloud integration (OneDrive)
- Printing & exporting documents

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