



KIDS & TEENS FREELANCING TRAINING INSTITUTE

Microsoft Office Course Outline

Module 1: Introduction to Microsoft Office

- Overview of Microsoft Office suite: Word, Excel, PowerPoint, and more
 - Importance of Microsoft Office in professional and educational settings
 - Benefits of using Office tools for collaboration and productivity
 - Activity: Create a simple document in Microsoft Word
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Module 2: Microsoft Word – Advanced Document Creation

- Learn advanced features like formatting styles, headers, and footers
 - Real-life example: Creating a professional resume or project report
 - Introduction to document layout options and page design
 - Activity: Create a report with a title page, table of contents, and section headers
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Module 3: Microsoft Excel – Advanced Data Management and Analysis

- Advanced Excel functions: VLOOKUP, pivot tables, conditional formatting
 - Real-life example: Budget tracking and data analysis for a project
 - Creating dynamic charts and graphs to visualize data
 - Activity: Build a budget tracker with formulas, pivot tables, and charts
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Module 4: Microsoft PowerPoint – Engaging Presentations

- Learn how to create engaging slideshows with multimedia
- Real-life example: Designing a project presentation for a business meeting
- Advanced features: Animations, transitions, and master slides
- Activity: Design a 5-slide presentation on a given topic with animations

Module 5: Microsoft Outlook – Email and Calendar Management

- How to send, receive, and organize emails effectively
- Real-life example: Managing a professional inbox and appointments
- Using the calendar to schedule meetings and set reminders
- Activity: Set up email folders and create a meeting schedule using Outlook Calendar

Module 6: Microsoft Access – Database Management

- Introduction to databases and how Access helps in organizing large data
- Real-life example: Creating a customer database for a small business
- How to build tables, queries, and reports in Access
- Activity: Create a small database to manage inventory or customer contacts

Module 7: Microsoft OneNote – Digital Note-Taking and Organization

- Learn how to use OneNote for efficient note-taking and organization
- Real-life example: Using OneNote to keep track of meeting notes and project ideas
- Syncing OneNote across devices for accessibility
- Activity: Organize your notes into sections and pages, adding multimedia content

Module 8: Microsoft Office for Career Success

- How mastering Microsoft Office tools opens up career opportunities
- Real-life example: Using Office for project management, reports, and communication
- Key skills: Collaboration, communication, and productivity enhancement
- Activity: Create a final portfolio showcasing documents created in Word, Excel, and PowerPoint

Bonus Materials

- Microsoft Office tips and tricks cheat sheet
- Template downloads for reports, budgets, and presentations
- Access to community forums for further learning and discussions
- Interactive quizzes to test your Microsoft Office knowledge
- Certificate of Completion for Microsoft Office

