

Module 1: Introduction to Microsoft Office (2 Hours)

Topics

- What is Microsoft Office?
- Microsoft 365 vs Office 2021
- Installing Microsoft Office
- Office applications overview
- Understanding the Ribbon Interface
- Quick Access Toolbar
- File Management
- Saving and Opening Documents
- Exporting files (PDF, XPS)
- Cloud storage using OneDrive

Practical

- Open and save files
 - Customize Ribbon
 - Export documents to PDF
-

Module 2: Microsoft Word (15 Hours)

Unit 1: Basics

- Creating documents
- Editing text
- Selecting text
- Copy, Cut, Paste
- Undo & Redo
- Find & Replace
- Spell Check
- AutoCorrect
- Word Count

Practical

- Create a letter
 - Edit a document
-

Unit 2: Formatting

Character Formatting

- Fonts
- Font size

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- Bold, Italic, Underline
- Highlight
- Text Effects

Paragraph Formatting

- Alignment
- Indentation
- Line spacing
- Bullets
- Numbering
- Borders
- Shading

Practical

- Format a report
-

Unit 3: Page Layout

- Margins
- Orientation
- Paper Size
- Columns
- Page Breaks
- Section Breaks
- Watermarks
- Page Color
- Page Borders

Practical

- Design a brochure
-

Unit 4: Tables

- Create tables
- Insert/Delete rows and columns
- Merge & Split cells
- Table Styles
- Sorting data
- Formula in tables

Practical

- Student mark sheet
-

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Unit 5: Images & Graphics

- Pictures
- Online Pictures
- Icons
- Shapes
- SmartArt
- WordArt
- Text Box
- Screenshot

Practical

- Design a flyer
-

Unit 6: References

- Table of Contents
- Footnotes
- Endnotes
- Captions
- Cross References
- Citations
- Bibliography
- Index

Practical

- Research document
-

Unit 7: Mail Merge

- Letters
- Labels
- Envelopes
- Recipient List
- Rules

Practical

- Bulk invitation letters
-

Unit 8: Review & Collaboration

- Track Changes
- Comments
- Compare Documents
- Restrict Editing

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- Password Protection

Practical

- Review a shared document
-

Module 3: Microsoft Excel (20 Hours)

Unit 1: Basics

- Workbook
- Worksheet
- Rows & Columns
- Cell References
- Data Entry
- AutoFill
- Flash Fill
- Formatting

Practical

- Student database
-

Unit 2: Formula and Functions

Operators

- Arithmetic
- Logical
- Comparison

Functions

- SUM
- AVERAGE
- MAX
- MIN
- COUNT
- COUNTA
- IF
- AND
- OR
- ROUND
- ABS

Practical

- Result sheet
-

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Unit 3: Intermediate Functions

- IFERROR
- SUMIF
- COUNTIF
- AVERAGEIF
- LEFT
- RIGHT
- MID
- LEN
- CONCAT
- TEXT
- TODAY
- NOW
- DATE
- VLOOKUP
- HLOOKUP
- XLOOKUP
- INDEX
- MATCH

Practical

- Employee salary sheet
-

Unit 4: Data Management

- Sort
- Filter
- Advanced Filter
- Remove Duplicates
- Data Validation
- Conditional Formatting

Practical

- Inventory management
-

Unit 5: Charts

- Column
- Bar
- Pie
- Line
- Area
- Scatter

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- Combo Charts
- Sparklines

Practical

- Sales dashboard
-

Unit 6: Pivot Tables

- Create Pivot Table
- Pivot Charts
- Slicers
- Timelines
- Grouping
- Calculated Fields

Practical

- Sales analysis
-

Unit 7: Printing

- Print Area
- Headers & Footers
- Scaling
- Freeze Panes
- Page Break Preview

Practical

- Print reports
-

Module 4: Microsoft PowerPoint (10 Hours)

Unit 1: Basics

- Presentation concepts
- Themes
- Templates
- Slide Layouts
- Sections

Practical

- Company profile
-

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Unit 2: Designing Slides

- Text formatting
- Images
- Icons
- SmartArt
- Charts
- Tables
- Shapes
- WordArt

Practical

- Educational presentation
-

Unit 3: Multimedia

- Audio
- Video
- Screen Recording
- Recording Narration

Practical

- Product presentation
-

Unit 4: Animation

- Entrance
- Exit
- Emphasis
- Motion Paths
- Animation Pane
- Trigger Animation

Practical

- Interactive presentation
-

Unit 5: Transitions

- Transition Effects
- Morph Transition
- Timing
- Hyperlinks

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Action Buttons

Practical

- Self-running presentation
-

Unit 6: Presenter Tools

- Presenter View
- Notes
- Rehearse Timings
- Record Slide Show
- Export to Video
- Print Handouts

Practical

- Deliver a seminar presentation
-

Module 5: Microsoft Outlook (5 Hours)

Topics

- Email setup
- Compose and send emails
- Attachments
- Signatures
- Categories
- Rules
- Search folders
- Contacts
- Calendar
- Appointments
- Meetings
- Tasks
- Notes

Practical

- Schedule a meeting
 - Create email rules
 - Manage contacts
-

Module 6: Microsoft OneNote (3 Hours)

Topics

- Creating notebooks

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- Sections
- Pages
- Tags
- Audio notes
- Drawing
- Sharing notebooks
- Search

Practical

- Digital classroom notebook
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Module 7: Microsoft Access (Optional – 12 Hours)

Topics

- Database concepts
- Tables
- Queries
- Forms
- Reports
- Relationships
- Primary & Foreign Keys
- Macros

Practical

- Library Management Database
-

Module 8: Microsoft Office Integration (3 Hours)

Topics

- Linking Excel with Word
- Embedding Excel in PowerPoint
- Importing Excel charts
- Mail Merge using Excel
- OneDrive collaboration
- Office Online

Practical

- Complete business report using multiple Office applications