

Module 1: Microsoft Office Applications

MS Word

- Document creation
- Formatting
- Tables
- Mail Merge
- Templates
- Reports

MS Excel

- Data entry
- Formulas and functions
- Charts
- Sorting and filtering
- Pivot Tables
- Data analysis

MS PowerPoint

- Presentation design
- Themes
- Animations
- Multimedia
- Presentation delivery

Outlook (Optional)

- Email management
- Calendar
- Contacts
- Tasks
- Meeting scheduling