



Course Title: Practical MS Office Course – Word, Excel, PowerPoint & Outlook



Duration: 10 Weeks (2.5 Months)



Audience: Intermediate (FA/FSc/ICS/I.Com) Students



Tools: MS Office 2016 or later



Revised Week-by-Week Outline



Week 1: Introduction to MS Office & File Basics

- Introduction to MS Office: Word, Excel, PowerPoint, Outlook
- Importance in academic and professional life
- File types, saving, opening, printing
- Using Windows Explorer to organize folders/files

Assignment: Create a personal folder structure and write a paragraph about how MS Office can help students.

Quiz: Basics of Office apps, interface components.



Week 2: Microsoft Word – Document Essentials

Topics:

- Interface and ribbon
- Basic text formatting and alignment
- Paragraph settings and page layout
- Inserting images, tables, headers/footers

Assignment: Write a formatted essay with title, image, and basic layout.

Quiz: Text formatting and page setup.

Week 3: Microsoft Word – Light Advanced Tools

Topics:

- Bullets & numbering
- Page numbers, cover page
- Spelling & grammar tools
- Introduction to Mail Merge

Assignment: Create a formatted invitation letter with mail merge for 5 sample guests.

Quiz: Document features and tools.

Week 4–5: Microsoft Excel – Data Entry & Formatting

Topics:

- Excel interface, rows, columns, cells
- Formatting cells: numbers, dates, currency
- Entering and editing data
- Autofill and Flash Fill
- Borders, colors, and conditional formatting
- Sorting, filtering, and Freeze Panes

Assignment:

- Week 4: Design a formatted student attendance sheet
- Week 5: Create a product list and apply conditional formatting for stock levels

Quiz: Data formatting, filters, basic tools

Week 6–7: Microsoft Excel – Formulas and Functions

Topics:

- Basic formulas: SUM, AVERAGE, MAX, MIN, COUNT

- Logical functions: IF, AND, OR
- Cell referencing: Relative vs Absolute
- Data validation & drop-down lists
- Named ranges
- Lookup functions: VLOOKUP (basic)

Assignment:

- Week 6: Make a student marksheet with automatic grade calculation
- Week 7: Create an employee salary sheet using formulas and IF conditions

Quiz: Practical questions on formulas and logic

 Week 8: Microsoft Excel – Visualization and Data Analysis

Topics:

- Creating Charts: Column, Line, Pie
- Inserting sparklines
- Introduction to Pivot Tables
- Print settings, page setup for reports
- Protecting sheets and locking cells

Assignment:

- Create a monthly expense tracker with a summary chart
- Generate a sales report using a pivot table

Quiz: Data visualization and charting

 Week 9: Microsoft PowerPoint + Outlook

PowerPoint Topics:

- Slide creation and layout
- Applying themes, design ideas

- Inserting pictures, audio, video
- Animations and transitions
- Slide show and print options

Outlook Topics:

- Compose, send, and reply to emails
- Attachments, CC, BCC
- Inbox management and folders
- Creating events and reminders in Calendar

Assignment:

- PowerPoint: Make a 5-slide presentation on "Importance of Time Management"
- Outlook: Send a professional email with attached file and event invite

Quiz: MCQs on PowerPoint features and email etiquette

Week 10: Final Project + Review

- **Capstone Project:**
 - Word: Create a formatted cover letter
 - Excel: Add supporting data (e.g., grades, expenses)
 - PowerPoint: Make a summary presentation
 - Outlook: Submit via email with calendar invite
- **Review Class:** Quick recap of all tools and tips
- **Final Quiz:** Combined practical + theory test

Summary

Tool	Focus Level	Weeks Covered
Word	Basic & Essential	Weeks 2–3

Tool	Focus Level	Weeks Covered
Excel	In-depth	Weeks 4–8
PowerPoint	Moderate	Week 9
Outlook	Basic Practical	Week 9

MS Office Crash Course – Word, Excel, PowerPoint & Outlook

 **Duration: 4 Weeks (1 Month)**

 **Audience: Intermediate (FA/FSc/ICS/I.Com) Students**

 **Tools: MS Office 2016 or later**

 **Learning Style: 70% Practical + 30% Theory**

Week-by-Week Outline

Week 1: Introduction + Microsoft Word (Essentials Only)

Topics:

- Introduction to MS Office suite & importance
- Word Interface, Ribbon, and Tabs
- Basic formatting (fonts, alignment, spacing)
- Page layout, bullets/numbering
- Inserting tables, images, and headers/footers

Assignment:

- Create a well-formatted application or letter with heading, image, and table
- Quiz:** Basic formatting tools in MS Word
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Week 2: Microsoft Excel – Basics & Functions

Topics:

- Excel interface, cells, rows, columns
- Data types and formatting
- Basic formulas: SUM, AVERAGE, MAX, MIN
- Conditional formatting
- Sorting & Filtering
- Cell referencing (Relative/Absolute)
- Logical function: IF (basic)

Assignment:

- Create a student marksheet with auto total, percentage, and grading logic
- Quiz:** Formulas, formatting, and filtering
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Week 3: Microsoft Excel – Charts + PowerPoint Essentials

Excel Topics:

- Charts: Column, Pie, Line
- Data validation (drop-down lists)
- Basic Pivot Table (Intro only)
- Freeze panes and print setup

PowerPoint Topics:

- Slides creation & layout
- Design, themes, and transitions
- Inserting images, audio, and videos

- Animations and slideshow view

Assignment:

- Excel: Create a sales report with chart
- PowerPoint: Make a 4-slide presentation on “Benefits of Learning Computer Skills”

Quiz: Charts + PowerPoint design features

 Week 4: Microsoft Outlook + Final Project & Review

Outlook Topics:

- Setting up and using email
- CC/BCC, attachments
- Folders, filters
- Calendar events and reminders

Final Project (All-in-One):

- Word: Cover letter
- Excel: Data sheet with chart
- PowerPoint: Summary presentation
- Outlook: Email your work with a meeting invite

Quiz: Final theory & practical questions (MCQs + tasks)

 End of Crash Course Deliverables

- **Certificate of Completion** (if applicable)
- Final Project Feedback
- Shortcut Keys Cheat Sheet
- Tips for real-world use (resume writing, data tracking, presentation tips)