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| Day | Module | Topics Covered |
| 1 | Introduction to MS Office | Overview of MS Word, Excel, PowerPoint, Outlook, and OneNote |
| 2 | MS Word Basics | Interface, Ribbon, Creating & Saving Documents |
| 3 | Formatting in Word | Text Formatting, Paragraph Styles, Page Layout |
| 4 | Working with Tables & Images in Word | Inserting Tables, Pictures, Shapes, SmartArt |
| 5 | Advanced Word Features | Mail Merge, Track Changes, Macros |
| 6 | MS Excel Basics | Interface, Creating & Saving Workbooks, Data Entry |
| 7 | Formatting in Excel | Cells, Rows, Columns, Conditional Formatting |
| 8 | Formulas & Functions | SUM, AVERAGE, IF, VLOOKUP, HLOOKUP |
| 9 | Working with Charts | Creating & Formatting Different Types of Charts |
| 10 | Data Analysis in Excel | Pivot Tables, Data Validation, What-If Analysis |
| 11 | Advanced Excel Features | Macros, Power Query, Power Pivot |
| 12 | Introduction to MS PowerPoint | Creating & Managing Presentations, Slide Layouts |
| 13 | Formatting in PowerPoint | Text, Images, Shapes, SmartArt, Slide Design |
| 14 | Animations & Transitions | Adding Effects, Slide Show Settings |
| 15 | Advanced PowerPoint Features | Custom Slide Shows, Recording & Exporting Presentations |
| 16 | Introduction to MS Outlook | Email, Calendar, Contacts, Tasks |
| 17 | Managing Emails | Organizing Inbox, Rules, Filters, Signatures |
| 18 | Calendar & Meetings | Scheduling Appointments, Sharing Calendar |
| 19 | MS OneNote Basics | Creating & Organizing Notes, Tags, Sharing |
| 20 | Cloud & Collaboration | OneDrive, SharePoint, Real-Time Co-Authoring |
| 21 | Introduction to MS Access | Database Concepts, Tables, Relationships |
| 22 | Working with Queries | Creating, Running, Editing Queries |
| 23 | Forms & Reports | Designing Forms, Generating Reports |
| 24 | MS Teams & Collaboration | Meetings, Chat, File Sharing |
| 25 | Office 365 Integration | Using Office Apps on Web & Mobile |
| 26 | Productivity Tips & Shortcuts | Keyboard Shortcuts, Time-Saving Features |
| 27 | Security & Best Practices | Protecting Documents, Backups, Version Control |
| 28 | Project Work | Applying Learning to Real-World Scenarios |
| 29 | Review & Assessment | Q&A, Hands-on Assignments |
| 30 | Certification & Conclusion | Final Test, Certificates, Feedback |