

Office Software: Microsoft 365 and Google Workspace

Course Overview

This comprehensive course will prepare students to more effectively utilize the leading office productivity tools: Microsoft 365 and Google Workspace. Specifically the course offers a deep dive into Microsoft Word / Google Docs, MS Excel / Google Sheets, and MS PowerPoint / Google Slides. This course is ideal for students aiming to enhance their digital literacy and productivity in academic, personal, and professional settings.

Course Objectives

- Understand the core functionalities of word processors, spreadsheets, and presentation software.
- Develop proficiency in creating, formatting, and editing documents using Microsoft Word and Google Docs.
- Master spreadsheet skills, including formula application, data analysis, and budget creation with Excel and Google Sheets.
- Learn to design and deliver effective presentations using PowerPoint and Google Slides, focusing on audience engagement and clear communication.
- Apply real-world applications of office productivity software through project-based assignments, including résumé creation, budget management, and presentation delivery.

Unit 1: Word Processors

Learn how to better use Microsoft Word and Google Docs.

- ☐ [Reading - Word Processors](#)
- ☐ [Quiz - Word Processors](#)
- ☐ [Practice - Word Processors](#)
- ☐ [Application - Creating a Résumé](#)

Unit 2: Spreadsheets

Learn how to better use Microsoft Excel and Google Sheets.

- ☐ [Reading - Spreadsheets](#)
- ☐ [Worksheet - Spreadsheet Formulas](#) (complete the tasks on all 5 sheets)
- ☐ [Practice - Spreadsheets](#)
- ☐ [Application - Creating a Budget](#)

Unit 3: Presentation Software

Learn how to better use Microsoft PowerPoint and Google Slides.

- ☐ [Reading - Slideshows](#)
- ☐ [Application - "Career Day" Presentation](#)