**Week 1: Microsoft Word Basics**

**Day 1: Introduction to Word Interface**

* **Objective**: Familiarize with Word's interface and basic document creation.
* **Task**: Create a new Word document titled "About Me". Write a short paragraph introducing yourself. Save the document as "Day1\_AboutMe.docx".
* **Quiz Question**: What is the purpose of the 'Ribbon' in Microsoft Word?

**Answer**: The Ribbon contains tabs and groups of commands that allow users to perform various actions and access Word's features.

**Day 2: Basic Text Formatting**

* **Objective**: Learn to format text using basic tools.
* **Task**: Open "Day1\_AboutMe.docx" and apply different font styles, sizes, and colors to your text. Use bold, italic, and underline to emphasize important words.
* **Quiz Question**: Which keyboard shortcut makes selected text bold?

**Answer**: **Ctrl + B** makes selected text bold.

**Day 3: Paragraph Formatting**

* **Objective**: Understand paragraph alignment and spacing.
* **Task**: Write a half-page essay about your favorite hobby. Adjust the line spacing to 1.5, align the text to 'Justify', and indent the first line of each paragraph.
* **Quiz Question**: What does 'Justify' alignment do to your text?

**Answer**: It aligns text evenly along both the left and right margins, adding space between words as necessary.

**Day 4: Inserting and Formatting Images**

* **Objective**: Practice inserting and manipulating images.
* **Task**: Insert an image related to your hobby into the essay from Day 3. Resize the image and apply a style (e.g., shadow, reflection). Wrap text around the image using the 'Tight' option.
* **Quiz Question**: How do you wrap text around an image in Word?

**Answer**: Click the image, go to the 'Format' tab under 'Picture Tools', click 'Wrap Text', and choose an option like 'Tight' or 'Square'.

**Day 5: Page Layout and Margins**

* **Objective**: Learn to adjust page settings.
* **Task**: Change your document's orientation to 'Landscape', set custom margins (1-inch all around), and add page numbers at the bottom center.
* **Quiz Question**: Where can you adjust page margins in Word?

**Answer**: Under the 'Layout' tab, click on 'Margins'.

**Day 6: Working with Tables**

* **Objective**: Create and format tables.
* **Task**: Create a table listing your weekly schedule. Include columns for 'Day', 'Activity', and 'Time'. Apply a table style to enhance its appearance.
* **Quiz Question**: How can you add a new row to a table?

**Answer**: Click in the last cell and press 'Tab' or right-click and select 'Insert' > 'Insert Rows Below'.

**Day 7: Review & Practice**

* **Objective**: Consolidate Word skills from the week.
* **Task**: Compile all your work from Days 1-6 into a single document named "Week1\_WordProject.docx". Ensure consistent formatting and include a cover page.
* **Quiz Question**: What feature helps you maintain consistent formatting across a document?

**Answer**: Using 'Styles' allows for consistent formatting.

**Week 2: Microsoft PowerPoint Basics**

**Day 8: Introduction to PowerPoint Interface**

* **Objective**: Get acquainted with PowerPoint's workspace.
* **Task**: Create a new presentation titled "My Interests". Add a title slide and two additional slides with titles "Hobbies" and "Goals".
* **Quiz Question**: What is the 'Slide Pane' used for?

**Answer**: It shows a thumbnail of each slide, allowing you to navigate and organize slides.

**Day 9: Adding and Formatting Text on Slides**

* **Objective**: Practice adding and styling text.
* **Task**: On the "Hobbies" slide, list your hobbies using bullet points. Change the bullet style and text formatting for emphasis.
* **Quiz Question**: How do you change bullet styles in PowerPoint?

**Answer**: Select the bulleted text, go to the 'Home' tab, click the drop-down arrow next to the 'Bullets' icon, and choose a new style.

**Day 10: Slide Design and Themes**

* **Objective**: Apply design elements to enhance slides.
* **Task**: Choose a theme for your presentation and customize the color scheme to match your preferences.
* **Quiz Question**: Where can you find and apply themes in PowerPoint?

**Answer**: Under the 'Design' tab in the 'Themes' group.

**Day 11: Inserting Images and Shapes**

* **Objective**: Incorporate visuals into slides.
* **Task**: Add relevant images to each slide and draw a shape (e.g., arrow or star) to highlight key points. Apply effects to the shapes.
* **Quiz Question**: How can you add a shadow effect to a shape?

**Answer**: Select the shape, go to the 'Format' tab under 'Drawing Tools', click 'Shape Effects', and choose 'Shadow'.

**Day 12: Working with SmartArt and Charts**

* **Objective**: Use SmartArt and charts for data visualization.
* **Task**: Create a SmartArt graphic illustrating your weekly routine. Insert a simple bar chart showing the time spent on each hobby.
* **Quiz Question**: How do you insert a SmartArt graphic?

**Answer**: Go to the 'Insert' tab and click on 'SmartArt'.

**Day 13: Animations and Transitions**

* **Objective**: Add motion to your presentation.
* **Task**: Apply transitions between slides and animations to text and images. Experiment with timing and effects.
* **Quiz Question**: How do you preview an animation?

**Answer**: Select the animated object and click 'Preview' in the 'Animations' tab.

**Day 14: Review & Practice**

* **Objective**: Finalize your PowerPoint presentation.
* **Task**: Review your "My Interests" presentation for consistency and practice delivering it. Save it as "Week2\_PowerPointProject.pptx".
* **Quiz Question**: What is the 'Slide Show' view used for?

**Answer**: To present the slides in full-screen mode as a slideshow.

**Week 3: Microsoft Excel Basics**

**Day 15: Introduction to Excel Interface**

* **Objective**: Understand Excel's layout and navigation.
* **Task**: Create a new workbook for a "Personal Budget". Input headers for 'Item', 'Cost', and 'Category'.
* **Quiz Question**: What is the name of the bar where you can enter or edit data in a cell?

**Answer**: The 'Formula Bar'.

**Day 16: Formatting Cells and Data**

* **Objective**: Format data for clarity.
* **Task**: Enter at least 10 expenses into your budget and format currency cells to display as dollars. Apply cell borders and shading to headers.
* **Quiz Question**: How do you format cells to display currency?

**Answer**: Select the cells, go to the 'Home' tab, and choose 'Currency' from the 'Number' group.

**Day 17: Basic Formulas**

* **Objective**: Perform basic calculations.
* **Task**: Calculate the total cost of your expenses using a formula. Use subtraction to find the remaining balance if you have a $500 budget.
* **Quiz Question**: What is the formula to subtract cell B2 from B1?

**Answer**: =B1-B2

**Day 18: Functions (SUM, AVERAGE, MIN, MAX)**

* **Objective**: Utilize built-in functions.
* **Task**: Use the SUM function to total expenses, AVERAGE to find average cost, MIN to find the smallest expense, and MAX for the largest.
* **Quiz Question**: How do you write a function to find the average of cells B2 through B11?

**Answer**: =AVERAGE(B2

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**Day 19: Sorting and Filtering Data**

* **Objective**: Organize data effectively.
* **Task**: Sort your expenses alphabetically and then by cost. Apply a filter to display only expenses above $50.
* **Quiz Question**: What is the shortcut to apply a filter to a data range?

**Answer**: Select the range and press **Ctrl + Shift + L**.

**Day 20: Working with Charts**

* **Objective**: Visualize data with charts.
* **Task**: Create a column chart representing your expenses by category. Customize the chart's title and legend.
* **Quiz Question**: How do you change the chart type after creating it?

**Answer**: Click on the chart, go to the 'Design' tab under 'Chart Tools', and click 'Change Chart Type'.

**Day 21: Review & Practice**

* **Objective**: Reinforce Excel skills.
* **Task**: Create a "Weekly Study Tracker" spreadsheet logging hours studied each day. Include totals and create a line chart to visualize your progress.
* **Quiz Question**: Which function would you use to calculate the total hours studied in a week?

**Answer**: The SUM function (e.g., =SUM(B2

)).

**Week 4: Advanced Features and Integration**

**Day 22: Advanced Word – Using Styles and Table of Contents**

* **Objective**: Enhance document structure.
* **Task**: Write a report on a topic of your choice with at least three sections. Apply 'Heading 1' and 'Heading 2' styles appropriately and insert an automatic table of contents.
* **Quiz Question**: How do you update a table of contents after making changes?

**Answer**: Click on the table and select 'Update Table'.

**Day 23: Advanced PowerPoint – Adding Multimedia**

* **Objective**: Incorporate audio and video.
* **Task**: Add a relevant video clip to your presentation and set it to play on click. Insert background music to play across all slides.
* **Quiz Question**: How do you set a video to start automatically when the slide opens?

**Answer**: Select the video, go to the 'Playback' tab, and set 'Start' to 'Automatically'.

**Day 24: Advanced Excel – Conditional Formatting and Data Validation**

* **Objective**: Control data input and highlight important data.
* **Task**: In your budget spreadsheet, apply conditional formatting to highlight expenses over $100 in red. Use data validation to restrict the 'Cost' column to accept only numerical values.
* **Quiz Question**: Where do you find the 'Data Validation' tool?

**Answer**: Under the 'Data' tab in the 'Data Tools' group.

**Day 25: Word – Mail Merge**

* **Objective**: Personalize mass communications.
* **Task**: Create a newsletter template and use Mail Merge to insert different recipient names and addresses from an Excel file.
* **Quiz Question**: What type of document is typically created using Mail Merge?

**Answer**: Letters, emails, labels, or envelopes personalized for multiple recipients.

**Day 26: PowerPoint – Slide Master**

* **Objective**: Ensure presentation consistency.
* **Task**: Modify the Slide Master to include a footer with your name and date on all slides. Change the default font for headings and body text.
* **Quiz Question**: What is the purpose of the Slide Master?

**Answer**: To control the look and layout of slides consistently throughout a presentation.

**Day 27: Excel – Pivot Tables**

* **Objective**: Summarize large data sets.
* **Task**: Use a provided data set (e.g., sales data) to create a Pivot Table that summarizes total sales by region.
* **Quiz Question**: Which tab appears when you select a Pivot Table?

**Answer**: The 'PivotTable Tools' tab, which includes 'Analyze' and 'Design' tabs.

**Day 28: Integration – Embedding Excel Data into Word and PowerPoint**

* **Objective**: Link data across applications.
* **Task**: Embed an Excel chart into a Word report. In PowerPoint, link to an Excel table so that updates in Excel reflect in your presentation.
* **Quiz Question**: How do you update linked data in Word or PowerPoint if the source Excel file changes?

**Answer**: Right-click the linked object and select 'Update Link', or it updates automatically if set.

**Week 5: Final Projects and Review**

**Day 29: Word – Final Project**

* **Objective**: Demonstrate Word proficiency.
* **Task**: Create a professional report on a topic of your choice (minimum 4 pages). Include a cover page, table of contents, headers and footers, images, tables, and apply consistent styles.
* **Quiz Question**: How can you insert a predefined cover page?

**Answer**: Go to the 'Insert' tab, click on 'Cover Page' in the 'Pages' group, and select a design.

**Day 30: PowerPoint/Excel – Final Project**

* **Objective**: Integrate skills from all three applications.
* **Task**: Create a comprehensive presentation summarizing your report from Day 29. Include data visualizations from Excel, multimedia elements, and advanced animations. Ensure all linked data updates correctly.
* **Quiz Question**: What is the benefit of linking an Excel chart in PowerPoint instead of embedding it?

**Answer**: Linking allows the chart to update automatically when the Excel data changes.