MS Office Lab Manual

Course Duration: 3 Months (90 Days)

MS Word (Days 1–30)

Week 1: Basics & Editing Tools

- Day 1: Introduction to MS Word, Interface, Ribbon, Quick Access Toolbar
- Day 2: Creating, Saving, Opening Documents
- Day 3: Typing, Selecting, Copy-Paste, Undo-Redo
- Day 4: Formatting Text (Font, Size, Color, Styles)
- Day 5: Paragraph Formatting (Alignment, Line Spacing, Indents)
- Day 6: Bullets, Numbering, Multilevel Lists
- Day 7: Practice Exercise

Week 2: Page Layout & Tables

- Day 8: Page Setup (Margins, Orientation, Size)
- Day 9: Headers, Footers, Page Numbers
- Day 10: Working with Tables (Insert, Format, Merge/Split)
- Day 11: Borders, Shading, Table Design
- Day 12: Insert Pictures, Shapes, Icons
- Day 13: Insert WordArt, SmartArt
- Day 14: Practice – Create Resume

Week 3: Advanced Tools

- Day 15: Find, Replace, Go To
- Day 16: Spelling, Grammar, Thesaurus
- Day 17: Styles & Themes
- Day 18: Using Columns, Breaks (Page/Section)
- Day 19: Inserting Hyperlinks, Bookmarks
- Day 20: Insert Symbols, Equations

- Day 21: Practice – Newsletter Design

Week 4: Document Control & Printing
- Day 22: Working with References (Footnotes, Endnotes)
- Day 23: Table of Contents, Index
- Day 24: Mail Merge (Letters, Labels, Envelopes)
- Day 25: Reviewing Documents (Track Changes, Comments)
- Day 26: Protecting Documents (Password, Restrict Editing)
- Day 27: Printing Options & PDF Export
- Day 28: Practice – Invitation Letter + Mail Merge
- Day 29: Revision of MS Word
- Day 30: Test – MS Word

MS Excel (Days 31–75)

Week 5: Basics & Formatting
- Day 31: Introduction to MS Excel, Interface, Workbook vs Worksheet
- Day 32: Data Entry, Cell Formatting
- Day 33: Number Formatting (Currency, Date, %, Custom)
- Day 34: Insert & Delete Rows/Columns, Resize, Freeze Panes
- Day 35: Copy, Paste, Paste Special, Autofill
- Day 36: Sorting Data (Single Column, Multiple Columns)
- Day 37: Practice Sheet

Week 6: Formulas & Functions (Part 1)
- Day 38: Introduction to Formulas (SUM, AVERAGE, MIN, MAX)
- Day 39: Relative, Absolute, Mixed References
- Day 40: Text Functions (LEFT, RIGHT, MID, LEN, CONCAT)
- Day 41: Logical Functions (IF, AND, OR, NOT)
- Day 42: Lookup Functions (VLOOKUP, HLOOKUP)
- Day 43: Practice – Student Marksheet
- Day 44: Test – Basic Functions

Week 7: Functions (Part 2) & Data Validation

- Day 45: Date & Time Functions (TODAY, NOW, DATEDIF, EOMONTH)
- Day 46: Financial Functions (PMT, FV)
- Day 47: Error Handling Functions (IFERROR, ISNA)
- Day 48: Data Validation (Drop-down List, Input Message)
- Day 49: Conditional Formatting (Rules, Custom)
- Day 50: Practice – Attendance Sheet
- Day 51: Mini Project

Week 8: Charts & Analysis Tools

- Day 52: Inserting Charts (Bar, Line, Pie, Column)
- Day 53: Formatting Charts & Sparklines
- Day 54: PivotTables Basics
- Day 55: PivotCharts, Filters, Slicers
- Day 56: What-If Analysis (Goal Seek, Data Table)
- Day 57: Scenario Manager
- Day 58: Practice – Sales Report

Week 9: Advanced Excel

- Day 59: Advanced Filtering, Subtotals
- Day 60: Protect Sheet/Workbook
- Day 61: Consolidation of Data
- Day 62: Importing Data (CSV, Text)
- Day 63: Macros Introduction (Record, Run)
- Day 64: Practice – Budget Planner
- Day 65: Test – Excel Intermediate

Week 10: Projects in Excel

- Day 66: Project – Expense Tracker
- Day 67: Project – Employee Payroll
- Day 68: Project – Student Grade Sheet with Charts
- Day 69: Project – Sales Dashboard

- Day 70: Project – Business Report
- Day 71: Project Presentation
- Day 72: Revision of Excel Basics
- Day 73: Revision of Excel Advanced
- Day 74: Test – Excel (Full Syllabus)
- Day 75: Project Submission

MS PowerPoint (Days 76–90)

Week 11: Basics & Slide Design
- Day 76: Introduction, Interface, Slide Layouts
- Day 77: Themes, Backgrounds, Slide Master
- Day 78: Text Formatting, WordArt, SmartArt
- Day 79: Inserting Pictures, Shapes, Icons
- Day 80: Inserting Charts, Tables, Media (Audio/Video)
- Day 81: Practice – Business Presentation

Week 12: Animation, Transitions & Delivery
- Day 82: Slide Transitions, Customizing Timings
- Day 83: Animations (Entrance, Emphasis, Exit, Motion Path)
- Day 84: Slide Show Settings (Presenter View, Rehearse Timings)
- Day 85: Hyperlinks, Action Buttons, Navigation
- Day 86: Printing Handouts & Notes Pages
- Day 87: Practice – Educational Presentation

Week 13: Final Projects & Assessment
- Day 88: Project – Company Profile Presentation
- Day 89: Project – Marketing/Advertising Presentation
- Day 90: Final Test + Certificate Distribution