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