

# Syllabus: Mastering Windows and Microsoft Office *Word, Excel, PowerPoint*

---

**Course Duration: 16 Weeks**

**Frequency: 2 Sessions per Week**

**Session Length: 60-90 Minutes**

---

## **Weeks 1-4: Mastering the Windows Operating System**

### **1. Getting Started with Windows *Week1***

- **Different Versions of Windows:** Overview of Windows 7, 8, 10, 11.
- **Windows Components:** Desktop, Taskbar, Start Menu, Notification Area.
- **Using the Search Feature:** Searching for apps, files, and settings.
- **Understanding File Types:** Common file formats *.exe, .docx, .jpg, .pdf*.
- **Task View:** Switching between multiple windows and desktops.

### **2. File Explorer in Depth *Week2***

- **Detailed Layout of File Explorer:** Navigation pane, Quick Access, Address Bar.
- **Organizing Files and Folders:** Creating, renaming, moving, deleting files.
- **File Properties:** Viewing and modifying file properties *size, type, date*.
- **Working with Shortcuts:** Creating desktop and folder shortcuts for files.
- **Using File Compression:** Creating and extracting *.zip* files.

### **3. System Settings and Customization *Week3***

- **Personalizing the Desktop:** Changing themes, backgrounds, icons.
- **Managing Installed Programs:** Installing, uninstalling, and updating software.
- **Basic Troubleshooting:** Understanding common error messages.
- **Setting User Accounts:** Creating multiple user profiles, setting passwords.
- **Time and Date Settings:** Changing the time zone, setting alarms.

### **4. Windows Maintenance and Security *Week4***

- **Regular Maintenance Tasks:** Disk Cleanup, Disk Defragmentation, Backup.
  - **Windows Security:** Using Windows Defender and Firewall.
  - **Understanding User Privileges:** Administrator vs. Standard user accounts.
  - **Automatic Updates:** Enabling/disabling updates, checking for updates.
  - **Data Backup:** Using external drives, cloud backup solutions *OneDrive*.
-

## Weeks 5-8: Comprehensive Microsoft Word Skills

### 1. Basic Document Creation and Navigation *Week5*

- **Creating a New Document:** Blank documents and using templates.
- **Document Navigation:** Using the scroll bar, zoom, page breaks, and split view.
- **Saving and Opening Documents:** Saving in .docx, .pdf, and older formats.
- **AutoSave and Version History:** Recovering unsaved documents.

### 2. Advanced Text Formatting *Week6*

- **Text Alignment and Spacing:** Adjusting paragraph and line spacing.
- **Using Styles:** Applying Heading, Title, and Subtitle styles.
- **Text Effects:** Applying shadow, glow, reflection to text.
- **Advanced Font Formatting:** Kerning, spacing, and text case conversion.
- **Watermarks and Backgrounds:** Adding watermarks and page colors.

### 3. Working with Objects and Illustrations *Week7*

- **Inserting and Formatting Tables:** Creating and modifying tables, borders, and shading.
- **Inserting and Modifying Pictures:** Cropping, resizing, and wrapping text around images.
- **Using SmartArt and WordArt:** Creating visual representations with SmartArt.
- **Inserting Symbols and Equations:** Using math tools and symbols.

### 4. Page Layout, Proofing, and Collaboration *Week8*

- **Page Setup:** Margins, orientation, paper size, columns.
  - **Inserting Headers and Footers:** Page numbers, section breaks, and footnotes.
  - **Table of Contents and Indexing:** Creating an automatic table of contents.
  - **Proofing Tools:** Spell check, grammar check, thesaurus, language tools.
  - **Collaboration Tools:** Using Track Changes, Comments, and Compare Document feature.
- 

## Weeks 9-12: Comprehensive Microsoft Excel Skills

### 1. Introduction to Excel and Basic Data Entry *Week9*

- **Excel Interface:** Understanding the ribbon, formula bar, sheets.
- **Data Entry Techniques:** Entering text, numbers, and dates.
- **Using Fill Handle:** Auto-filling data patterns *numbers, dates, days*.
- **Navigating Large Worksheets:** Freeze panes, split window, and scroll lock.

### 2. Formatting Cells and Data *Week10*

- **Basic Cell Formatting:** Font styles, sizes, alignment, and borders.
- **Number Formats:** Currency, percentages, fractions, dates, and custom formats.
- **Conditional Formatting:** Highlighting cells based on values.
- **Working with Themes and Cell Styles:** Applying themes, color schemes, and pre-set styles.

### 3. Formulas and Functions *Week11*

- **Basic Arithmetic Formulas:** Addition, subtraction, multiplication, division.
- **Using Functions:** SUM, AVERAGE, COUNT, MIN, MAX.
- **Relative vs. Absolute Cell References:** *A1* vs. A1, mixed references.
- **Using IF Function:** Creating logical tests and conditional outcomes.
- **Text Functions:** CONCATENATE, LEFT, RIGHT, MID, FIND.

#### 4. Data Analysis and Charting *Week12*

- **Sorting and Filtering Data:** Custom sorting, applying filters, removing duplicates.
  - **Creating Charts:** Column, Line, Pie, Bar charts.
  - **Customizing Charts:** Adding labels, legends, titles, and modifying chart style.
  - **PivotTables:** Introduction to creating basic PivotTables for data summarization.
  - **Printing and Sharing:** Print areas, page setup, and sharing via email/cloud.
- 

### Weeks 13-16: Comprehensive Microsoft PowerPoint Skills

#### 1. PowerPoint Basics: Slide Creation and Organization *Week13*

- **Creating and Organizing Slides:** Adding, duplicating, rearranging slides.
- **Using Slide Layouts:** Choosing layouts *TitleSlide*, *ContentSlide*.
- **Text Boxes and Placeholders:** Adding and formatting text in slides.
- **Notes and Handouts:** Adding speaker notes, printing handouts with slides.

#### 2. Designing Visual Slides *Week14*

- **Inserting Images, Shapes, and Icons:** Formatting, resizing, and adding effects.
- **SmartArt Graphics:** Creating organizational charts, flowcharts, and processes.
- **Using WordArt:** Stylizing slide titles and text.
- **Design Themes:** Applying pre-built themes and creating custom themes.
- **Master Slides:** Creating a consistent look using slide master.

#### 3. Animations and Transitions *Week15*

- **Slide Transitions:** Applying and modifying transitions *fade*, *wipe*, *zoom*.
- **Text and Object Animations:** Adding entrance, emphasis, and exit effects.
- **Animation Pane:** Managing animation order, duration, and triggers.
- **Using Motion Paths:** Creating custom movement for objects.
- **Timing and Rehearsing:** Automating slide transitions and practicing presentations.

#### 4. Multimedia and Final Presentation *Week16*

- **Inserting Audio and Video Clips:** Embedding and linking media files.
  - **Hyperlinks and Action Buttons:** Linking to other slides, documents, or websites.
  - **Creating a Self-Running Presentation:** Setting up kiosk presentations with timed slides.
  - **Presenting with Presenter View:** Using notes, slide previews, and time controls.
  - **Finalizing Presentations:** Exporting presentations as PDFs or videos, compressing media for sharing.
-

## Additional Subtopics for More Comprehensive Learning:

### Windows:

- **Advanced File Management:** Using libraries, Quick Access, and pinned folders.
- **Task Manager:** Monitoring CPU, memory usage, and terminating processes.
- **System Restore and Recovery:** Creating restore points and recovering from system issues.
- **Accessibility Features:** Magnifier, Narrator, high contrast mode.

### Word:

- **Document Protection:** Password protection and restricted editing.
- **References and Citations:** Using footnotes, endnotes, and bibliography tools.
- **Mail Merge:** Creating personalized letters, emails, and labels.
- **Macros:** Recording and using macros for repetitive tasks.

### Excel:

- **Advanced Functions:** VLOOKUP, HLOOKUP, IFERROR, COUNTIF, SUMIF.
- **Data Validation:** Restricting inputs using drop-down lists.
- **Goal Seek and What-If Analysis:** Basic scenario analysis for data planning.
- **3D Formulas and Named Ranges:** Using formulas across multiple worksheets.

### PowerPoint:

- **Custom Animations:** Creating unique animation effects.
- **Using Design Ideas:** Automatically generating slide design suggestions.
- **Slide Show Options:** Loop