

Day	Module	Topics Covered
1	Introduction to MS Office	Overview of MS Word, Excel, PowerPoint, Outlook, and OneNote
2	MS Word Basics	Interface, Ribbon, Creating & Saving Documents
3	Formatting in Word	Text Formatting, Paragraph Styles, Page Layout
4	Working with Tables & Images in Word	Inserting Tables, Pictures, Shapes, SmartArt
5	Advanced Word Features	Mail Merge, Track Changes, Macros
6	MS Excel Basics	Interface, Creating & Saving Workbooks, Data Entry
7	Formatting in Excel	Cells, Rows, Columns, Conditional Formatting
8	Formulas & Functions	SUM, AVERAGE, IF, VLOOKUP, HLOOKUP
9	Working with Charts	Creating & Formatting Different Types of Charts
10	Data Analysis in Excel	Pivot Tables, Data Validation, What-If Analysis
11	Advanced Excel Features	Macros, Power Query, Power Pivot
12	Introduction to MS PowerPoint	Creating & Managing Presentations, Slide Layouts
13	Formatting in PowerPoint	Text, Images, Shapes, SmartArt, Slide Design
14	Animations & Transitions	Adding Effects, Slide Show Settings
15	Advanced PowerPoint Features	Custom Slide Shows, Recording & Exporting Presentations
16	Introduction to MS Outlook	Email, Calendar, Contacts, Tasks
17	Managing Emails	Organizing Inbox, Rules, Filters, Signatures
18	Calendar & Meetings	Scheduling Appointments, Sharing Calendar
19	MS OneNote Basics	Creating & Organizing Notes, Tags, Sharing
20	Cloud & Collaboration	OneDrive, SharePoint, Real-Time Co-Authoring
21	Introduction to MS Access	Database Concepts, Tables, Relationships
22	Working with Queries	Creating, Running, Editing Queries
23	Forms & Reports	Designing Forms, Generating Reports
24	MS Teams & Collaboration	Meetings, Chat, File Sharing
25	Office 365 Integration	Using Office Apps on Web & Mobile
26	Productivity Tips & Shortcuts	Keyboard Shortcuts, Time-Saving Features
27	Security & Best Practices	Protecting Documents, Backups, Version Control
28	Project Work	Applying Learning to Real-World Scenarios
29	Review & Assessment	Q&A, Hands-on Assignments
30	Certification & Conclusion	Final Test, Certificates, Feedback