

Microsoft Office Management Course Outline

DAY	Category	Sub Category
Day - 01	MS Word	Word Introduction
Day - 02	MS Word	File create, Folder, Download, Save, Formatting. Windows Explorer, File Installation, Control Panel.
Day - 03	MS Word	Work with the buttons on the toolbar
Day - 04	MS Word	Necessary Shortcut Keys
Day - 05	MS Word	Work with shapes, table, image, text-box
Day - 06	MS Word	Math Equation, Function, Formatting.
Day - 07	MS Word	Work with Design, Layout & Reference tools.
Day - 08	MS Word	Writing skills (English & Bangla)
Day - 09	MS Word	CV Writing, Resume Creation, Cover letter Writing
Day - 10	Quiz	Understanding Word Learning Outcome

Excel

Day - 11	MS Excel	Understanding Excel Terminology
Day - 12	MS Excel	Managing Worksheets
Day - 13	MS Excel	Understanding Data Selection, Data Entry & Editing
Day - 14	MS Excel	True or False, Basic Calculations
Day - 15	MS Excel	Sum, Average, Max, Min, and Count Numbers
Day - 16	MS Excel	Function, Formatting, Advance Calculation
Day - 17	MS Excel	Budget Preparation, Employee Data Management
Day - 18	MS Excel	Salary Sheet Creation, Graphical Presentation
Day - 19	MS Excel	AutoSum Functions : Average, Min, Max & Number Formats
Day - 20	Quiz	Understanding Word & Excel Terminology Learning

PowerPoint

Day - 21	PowerPoint	Understanding Excel Terminology
Day - 22	PowerPoint	Customize Slide Size, Slide Color & Slide Background
Day - 23	PowerPoint	Work with PowerPoint Text
Day - 24	PowerPoint	Work with PowerPoint Shapes
Day - 25	PowerPoint	Create, Edit, Merge Shapes on PowerPoint
Day - 26	PowerPoint	Use Gradient Tool on PowerPoint
Day - 27	PowerPoint	Work With Photo Editing Features & Set Transparent Background
Day - 28	PowerPoint	Work With Audio, Video & Pictures on PowerPoint
Day - 29	PowerPoint	Understanding Transition & Animation on PowerPoint
Day - 30	PowerPoint	Understanding Transition & Animation on PowerPoint
Day - 31	PowerPoint	Understanding Word, Excel & PowerPoint Terminology Learning
Day - 32	Exam	Word, Excel & PowerPoint