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**Foundational Skills Training**  
**Course Outline**  
**Smart Office Management**

**MS WORD**

**Module 1: Text Basics, Text Formatting and saving file**

Typing the text, Alignment of text

Editing Text: Cut, Copy, Paste, Select All, Clear

Find & Replace

New, Open, Close, Save, Save As

Formatting Text: Font Size, Font Style

Font Color, Use the Bold, Italic, and Underline

Change the Text Case

Line spacing, Paragraph spacing

Shading text and paragraph

Working with Tabs and Indents

**Module 2: Working with Objects, bullets and numbered lists**

Shapes, Clipart and Picture, Word Art, Smart Art

Columns and Orderings - To Add Columns to a Document

Change the Order of Objects

Page Number, Date & Time

Inserting Text boxes

Inserting Word art

Inserting symbols

Inserting Chart

Multilevel numbering and Bulleting

Creating List

Customizing List style

Page bordering



### **Module 3: Header & Footers, Tables**

Inserting custom Header and Footer

Inserting objects in the header and footer

Add section break to a document

Working with Tables, Table Formatting

Table Styles

Alignment option

Merge and split option

### **Module 4: Styles and Content, Merging Documents**

Using Build-in Styles, Modifying Styles

Creating Styles, Creating a list style

Table of contents and references

Adding internal references

Adding a Footnote

Adding Endnote

Typing new address list

Importing address list from Excel file

Write and insert field

Merging with outlook contact

Preview Result

Merging to envelopes

Merging to label

Setting rules for merges

Finish & Merge options

### **Module 5: Sharing and Maintaining, Proofing the document, Printing**

Document

Changing Word Options

Changing the Proofing Tools

Managing Templates

Restricting Document Access

Using Protected View  
Working with Templates  
Managing Templates  
Understanding building blocks  
Check Spelling As You Type.  
Mark Grammar Errors As You Type.  
Setting AutoCorrect Options  
Page Setup, Setting margins  
Print Preview, Print

### **Microsoft Excel**

#### **Module 6: Introduction to Excel, Formatting excel work book:**

- Introduction to Excel interface
- Understanding rows and columns, Naming Cells
- Working with excel workbook and sheets
- New, Open, Close, Save, Save As
- Formatting Text: Font Size, Font Style
- Font Color, Use the Bold, Italic, and Underline
- Wrap text, Merge and Centre
- Currency, Accounting and other formats
- Modifying Columns, Rows & Cells

#### **Module 7: Perform Calculations with Functions**

- Creating Simple Formulas
- Setting up your own formula
- Date and Time Functions, Financial Functions
- Logical Functions, Lookup and Reference
- Functions Mathematical Functions
- Statistical Functions, Text Functions.

#### **Module 8: Sort and Filter Data with Excel**

- Sort and filtering data
- Using number filter, Text filter
- Custom filtering
- Removing filters from columns
- Conditional formatting

### **Module 9: Create Effective Charts to Present Data Visually**

- Inserting Column, Pie chart etc.
- Create an effective chart with Chart Tool
- Design, Format, and Layout options
- Adding chart title
- Changing layouts
- Chart styles
- Editing chart data range
- Editing data series
- Changing chart

### **Module 10: Analyze Data Using PivotTables and Pivot Charts**

- Understand PivotTables, Create a PivotTable
- Framework Using the PivotTable and PivotChart
- Create Pivot Chart from pivot Table.
- Inserting slicer
- Creating Calculated fields

### **Module 11: Protecting and Sharing the work book Use Macros to Automate Tasks**

- Protecting a workbook with a password
- Allow user to edit ranges
- Track changes
- Working with Comments
- Insert Excel Objects and Charts in Word Document and Power point Presentation.
- Creating and Recording Macros
- Assigning Macros to the work sheets
- Saving Macro enabled workbook

## **Module 12: Proofing and Printing**

- Page setup, Setting print area, Print titles
- Inserting custom Header and Footer
- Inserting objects in the header and footer
- Page Setup, Setting margins, Print Preview, Print
- Enable back ground error checking
- Setting AutoCorrect Options

## **MS POWERPOINT**

### **Module 13: Setting Up PowerPoint Environment:**

- New, Open, Close, Save, Save As
- Typing the text, Alignment of text
- Formatting Text: Font Size, Font Style
- Font Color, Use the Bold, Italic, and Underline
- Cut, Copy, Paste, Select All, Clear text
- Find & Replace
- Working with Tabs and Indents

### **Module 14: Creating slides and applying themes**

- Inserting new slide
- Changing layout of slides
- Duplicating slides
- Copying and pasting slide
- Applying themes to the slide layout
- Changing theme color
- Slide background
- Formatting slide background
- Using slide views

### **Module 15: Working with bullets and numbering**

- Multilevel numbering and Bulleting
- Creating List
- Page bordering
- Page background
- Aligning text
- Text directions
- Columns option

### **Module 16: Working with Objects**

- Shapes, Clipart and Picture, Word Art, Smart Art
- Change the Order of Objects
- Inserting slide header and footer
- Inserting Text boxes
- Inserting shapes, using quick styles
- Inserting Word art
- Inserting symbols
- Inserting Chart

### **Module 17: Hyperlinks and Action Buttons, Working With Movies and Sounds**

- Inserting Hyperlinks and Action Buttons
- Edit Hyperlinks and Action Button
- Word Art and Shapes
- Inserting Movie From a Computer File
  - Inserting Audio file
  - Audio Video playback and format options
  - Video options, Adjust options
  - Reshaping and bordering Video

### **Module 18: Using SmartArt and Tables, Animation and Slide Transition**

- Working with Tables, Table Formatting
- Table Styles
- Alignment option
- Merge and split option
- Converting text to smart art
- Default Animation, Custom Animation
  - Modify a Default or Custom Animation
  - Reorder Animation Using Transitions
  - Apply a Slide Transition, Modifying a
  - Transition, Advancing to the Next Slide

### **Module 19: Using slide Master, Slide show option**

- Using slide master
- Inserting layout option
- Creating custom layout
- Inserting place holders
- Formatting place holders



- Start slide show
  - Start show from the current slide
  - Rehearse timing
  - Creating custom slide show

#### **Module 20: Proofing and Printing**

- Check Spelling As You Type
- Setting AutoCorrect Options
- Save as video
- Save as JPEG files
- Save as PowerPoint Show file
- Print Preview, Print