Office application course

Outline

Microsoft Word

Microsoft Excel

Microsoft PowerPoint

Computer Fundamental

Class # 1	**Topic:** Fundamental of computer	**Date:**

1. File create
2. File save
3. Download
4. File installation
5. Control panel

Home Work: Observe every parts of computer

Microsoft word

Class # 2	**Topic:** Word introduction	**Date:**

1. Interface introduction
2. Document create
3. Document save
4. Document close

Home Work: Create a document > save the document > close the document

Class # 3	**Topic:** Home introduction	**Date:**

1. Font
2. Paragraph
3. Styles
4. Editing

Home Work: Text effect

Class # 4	Topic: Insert introduction	Date:

1. Pages
2. Tables
3. Illustrations
4. Media
5. Hyperlink
6. Comments
7. Header & Footer
8. Text effect
9. Symbols

Home Work: Table style

Class # 5	Topic: Design introduction	Date:

1. Document formatting
2. Colors
3. Font formatting
4. Paragraph spacing
5. Effects
6. Page background
7. Water mark
8. Page color
9. Page border

Home Work: Write a paragraph from online and format it

Class # 6	Topic: Page layout	Date:

1. Page margin
2. Orientation
3. Size
4. Columns
5. Breaks
6. Line numbers
7. Hyphenation
8. Indent
9. Spacing
10. Arrange

Home Work: Write a paragraph from online and format it 2

Class # 7	**Topic:** Project-1	**Date:**

- ✓ Invoice creation, Letter writing

Class # 8	**Topic:** Project-2	**Date:**

- ✓ CV/ Resume Creation, CV Creation Etiquette

Class # 8	**Topic:** Extra	**Date:**

- ✓ Tips & Tricks.

Class # 8	Topic:	**Date:**

- ✓ Tips & Tricks.

Microsoft Excel

Class # 1	**Topic:** Excel introduction	**Date:**

1. Interface
2. Create excel sheet
3. Save excel sheet
4. Recent
5. Info
6. New

Home Work: Mentor will decide

Class # 2	**Topic:** Home introduction	**Date:**

1. Sheet column & row
2. Font
3. Alignment
4. Number
5. Styles
6. Cells
7. Editing

Home Work: Mentor will decide

Class # 3	**Topic:** Insert introduction	**Date:**

1. Tables
2. Illustrations
3. Charts
4. Pivot chart
5. Reports
6. Sparklines
7. Filters
8. Hyperlink
9. Text
10. Symbols

Home Work: Mentor will decide

Class # 4	**Topic:** Page Layout introduction	**Date:**

1. Themes
2. Page setup
3. Scale to fit
4. Sheet options
5. Arrange

Home Work: Mentor will decide

Class # 5	**Topic:** Formulas Functions	**Date:**

1. Function library
2. Defined names
3. Formula auditing
4. Calculation

Home Work: Mentor will decide

Class # 6	**Topic:** Data	**Date:**

1. Get external data
2. Connections
3. Sort & Filters
4. Data tools
5. Outline

Home Work: Mentor will decide

Class # 7	**Topic:** View	**Date:**

1. Workbook views
2. Shows
3. Zoom
4. Windows
5. Macros

Home Work: Mentor will decide

Class # 8	**Topic:** Project-1	**Date:**

1. Employee data management

Class # 9	**Topic:** Project-2	**Date:**

1. Graphical presentation

Class # 10	Topic: Project-3	Date:

1. Student result sheet

Microsoft PowerPoint

Class # 1	Topic: PowerPoint Introduction	Date:

1. PowerPoint introduction
2. Create document
3. Create slides
4. Save document

Home Work: Mentor will decide

Class # 2	Topic: Home introduction	Date:

1. Slides
2. Font
3. Paragraph
4. Drawing
5. Editing

Home Work: Mentor will decide

Class # 3	**Topic:** Insert introduction	**Date:**

1. New slides
2. Tables
3. Images
4. Illustrations
5. Comments
6. Link
7. Text
8. Symbols
9. Media
   Home Work: Mentor will decide

Class # 4	**Topic:** Design introduction	**Date:**

1. Themes
2. Variants
3. Customize
4. Slide size
5. Background format
   Home Work: Mentor will decide

Class # 5	**Topic:** Transition introduction	**Date:**

1. Preview
2. Transition to slide
3. Effect options
4. timing

   Home Work: Mentor will decide

Class # 6	**Topic:** Animation introduction	**Date:**

1. Preview
2. Animations
3. Advanced animation
4. Timing
5. Text animation
6. Object animation

Home Work: Mentor will decide

Class # 7	**Topic:** Slide show introduction	**Date:**

1. Slide show
2. Setup
3. Monitors

Home Work: Mentor will decide

Class # 8	**Topic:** View introduction	**Date:**

1. Presentation View
2. Master views
3. Show
4. Zoom
5. Color/Grayscale
6. Window
7. Macros

Home Work: Mentor will decide

Class # 9	**Topic:** Project-1	**Date:**

1. Template redesign

Class # 10	**Topic:** Project-2	**Date:**

1. Template redesign-2

Internet Browsing

Class # 1	**Topic:** Google chrome	**Date:**

1. Google chrome download
2. Install
3. Open
4. User
5. Search
6. Browse
7. Exit

Home Work: Mentor will decide

Class # 2	**Topic:** Chrome extension	**Date:**

1. What is chrome extension
2. What are chrome extension
3. Why chrome extension
4. How to install
5. How to use

Home Work: Mentor will decide

Class # 3	Topic: Google Account	Date:

1. Create a Google account
2. Google classroom
3. Docs
4. Slides
5. Forms
6. Calendar
7. Photos
8. Map

Home Work: Mentor will decide

Class # 4	Topic: Google Drive	Date:

1. Upload a file
2. Offline a file
3. Folder create
4. Folder share
5. Link share
6. Download a file

Home Work: Mentor will decide

Class # 5	Topic: Gmail	Date:

1. Gmail interface
2. Sending a mail
3. Attaching file with mail
4. How to forward a mail

Home Work: Mentor will decide

Class # 6	Topic: Google forms	Date:

1. Create a form
2. Editing a form
3. Formatting a form
4. Save a form
5. Publish a form

Home Work: Mentor will decide

The End