



S Y L L A B U S

Microsoft Office Training

Duration: 5 Days (Total: 20 Hours)

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1.0 Course Overview

This hands-on module is designed to build **practical fluency in Microsoft Office tools** used across workplaces worldwide. Participants will gain confidence in creating documents, spreadsheets, presentations, emails, and shared workspaces using the Office suite.

2.0 Learning Outcomes

By the end of this course, participants will be able to:

- Use Microsoft Word to create and format professional documents
- Analyze data and perform calculations using Microsoft Excel
- Build engaging presentations with Microsoft PowerPoint
- Manage emails, calendars, and contacts using Outlook
- Collaborate using Teams and OneDrive for cloud productivity

3.0 Training Methodology

- Step-by-Step Software Demonstrations
- Task-Based Hands-On Activities
- Shortcut Challenges & Efficiency Tips
- Mini Projects & Case Scenarios
- Group Exercises & Peer Collaboration

4.0 Microsoft Word: Documents, Formatting & Collaboration (3 Hours)

Objectives:

- Create, format, and edit text documents for professional use

Topics Covered:

- Fonts, Paragraphs, Headers/Footers, Styles
- Tables, Images, and Page Layout
- Track Changes and Comments
- Saving, Exporting, and Templates

Activities:

- Task: Create a formatted report with styles and images
- Drill: Use Track Changes to edit a peer document
- Challenge: Apply a consistent style to a messy document

5.0 Microsoft Excel: Data, Formulas & Analysis (4 Hours)**Objectives:**

- Build spreadsheets and perform data calculations

Topics Covered:

- Cells, Columns, Rows, and Sheets
- Basic Formulas: SUM, AVERAGE, COUNT, IF
- Charts, Conditional Formatting, and Tables
- Sorting, Filtering, and Data Validation

Activities:

- Lab: Create a personal monthly budget in Excel
- Exercise: Use functions to analyze a small dataset
- Drill: Visualize data using bar and pie charts

6.0 Microsoft PowerPoint: Visual Design & Presentations (3 Hours)

Objectives:

- Design clean, professional, and engaging presentations

Topics Covered:

- Slide Layouts, Design Themes, and Templates
- SmartArt, Icons, and Image Insertion
- Animations and Transitions
- Speaker Notes and Slideshow Tools

Activities:

- Task: Create a 5-slide presentation with visuals
- Partner Practice: Deliver a 1-minute live presentation
- Challenge: Redesign a cluttered slide deck

7.0 Microsoft Outlook & Email Etiquette (3 Hours)

Objectives:

- Manage professional email communication and schedules

Topics Covered:

- Composing, Formatting, and Organizing Emails
- Folders, Rules, and Categories
- Calendar Scheduling and Meeting Invites
- Professional Email Do's and Don'ts

Activities:

- Task: Schedule a meeting and add agenda notes
- Exercise: Create a rule to organize incoming mail
- Group Activity: Write a polite follow-up email using a template

8.0 Microsoft Teams & OneDrive Collaboration (3 Hours)**Objectives:**

- Communicate and collaborate using cloud-based Office tools

Topics Covered:

- Chat, Video, and Channel Messaging in Teams
- Sharing and Co-authoring Files in OneDrive
- Using To-Do, Planner, and Calendar Integration
- Notifications, Alerts, and File Permissions

Activities:

- Practice: Upload and edit a shared file in real time

- Task: Post an announcement with a tagged mention
- Challenge: Create a Team workspace for a project scenario

9.0 Office Productivity Integration and Shortcuts (2 Hours)

Objectives:

- Optimize workflow and improve task efficiency

Topics Covered:

- Keyboard Shortcuts Across Office Apps
- Copying Data Between Excel, Word, and PowerPoint
- Using Templates and Quick Access Toolbar
- Printing, PDF Export, and Cloud Saving

Activities:

- Drill: Complete a multi-app mini project (Excel → Word → PowerPoint)
- Task: Customize the ribbon and toolbar for faster access
- Quiz: Identify the correct shortcut for each action

10.0 Conclusion and Wrap-Up (1 Hour)

Key Takeaways:

- Celebrate digital fluency and next steps

Final Activities:

- Showcase: Complete and present a mini project using multiple Office tools
- Certificate Distribution
- Feedback and Journaling: “How I’ll use Microsoft Office moving forward”