TECHNOCATION FREELANCING TRAINING INSTITUTE & SOFTWARE HOUSE

Professional Microsoft Office Course Outline

Module 1: Introduction to Microsoft Office Suite

- Overview of Microsoft Office Applications (Word, Excel, PowerPoint, Outlook, OneNote)
- Cloud Integration with OneDrive
- Microsoft 365 vs. Standalone Office Versions
- Navigating the Ribbon and Interface

Module 2: Microsoft Word – Advanced Document Processing

- Formatting and Styling Documents
- Using Templates, Themes, and Styles
- Working with Tables, Charts, and Graphics
- Mail Merge (Letters, Labels, Envelopes)
- Track Changes & Collaboration Features
- Automating Repetitive Tasks with Macros

Module 3: Microsoft Excel – Advanced Data Analysis

- Advanced Formulas (`VLOOKUP()`, `HLOOKUP()`, `XLOOKUP()`, `INDEX-MATCH`, `IF()`)
- Pivot Tables & Pivot Charts for Data Analysis
- Conditional Formatting and Data Validation

- Data Import and Cleaning Techniques
- Automating Tasks with Macros and VBA
- Power Query and Power Pivot for Business Intelligence

Module 4: Microsoft PowerPoint – Professional Presentations

- Slide Master and Layout Customization
- Using SmartArt, Animations, and Transitions
- Creating Data-Driven Presentations with Charts
- Designing Infographics and Visual Storytelling
- Interactive Features (Hyperlinks, Action Buttons)
- Presenting Effectively with Presenter View

Module 5: Microsoft Outlook – Email & Calendar Management

- Setting Up and Organizing Emails
- Using Rules, Filters, and Categories for Efficiency
- Managing Contacts and Distribution Lists
- Scheduling Meetings and Using Calendar Features
- Automating Emails with Quick Steps & Templates
- Integrating Outlook with Other Office Apps

Module 6: Microsoft OneNote – Digital Note-Taking & Organization

- Creating and Organizing Notebooks
- Using Tags, Sections, and Pages Effectively
- Integrating OneNote with Outlook and Teams
- Sharing and Collaborating on Notes
- Capturing Screenshots and Voice Notes

Module 7: Microsoft Access – Database Management
(Optional for Advanced Users)

- Creating and Managing Databases
- Designing Tables, Queries, and Reports
- Data Relationships and Primary Keys
- Automating Tasks with Macros
- Integrating Access with Excel

Module 8: Microsoft Teams – Collaboration & Remote Work

- Creating and Managing Teams & Channels
- Scheduling and Conducting Meetings
- File Sharing and Co-Authoring Documents
- Using Microsoft Whiteboard for Collaboration
- Integrating Teams with Outlook and SharePoint

Final Module: Capstone Project & Certification

- Creating a Complete Office Suite Workflow
- Business Document Creation (Word + Excel + PowerPoint)
- Automating Tasks Across Office Apps
- Presenting a Final Report or Dashboard
- Course Completion Certification