

Day-Wise Schedule and Learning Activities

Mastering Microsoft Word, PowerPoint and Excel

Duration 15 Days - 24 Hours - (Each Session time 90 Minutes)

Part 1: Microsoft Word (Days 1-5)

Day 1: Getting Started with Microsoft Word

1. Navigating the Word Interface
2. Creating a New Document
3. Saving and Opening Documents
4. Using the Ribbon and Quick Access Toolbar
5. Formatting Text (Font, Size, Bold, Italics)
6. Paragraph Alignment and Line Spacing
7. Adding Bullets and Numbering
8. Spell Check and Grammar Tools

Day 2: Document Formatting Basics

1. Using Themes and Styles
2. Page Layout Options (Margins, Orientation, and Size)
3. Adding Headers and Footers
4. Inserting Page Numbers
5. Adding and Formatting Tables
6. Working with Images (Insert, Resize, Wrap Text)
7. Adding and Formatting Shapes
8. Using Find and Replace

Day 3: Advanced Formatting Techniques

1. Using Section Breaks
2. Creating and Editing Columns
3. Working with Templates
4. Using the Design Tab for Aesthetics
5. Adding Hyperlinks and Bookmarks
6. Creating Watermarks
7. Customizing Table of Contents
8. Exporting and Printing Documents

Day 4: Collaboration Tools

1. Adding Comments
2. Using Track Changes
3. Comparing and Combining Documents
4. Protecting a Document with a Password
5. Sharing Documents Online
6. Working with Read-Only Files
7. Inserting Citations and a Bibliography
8. Creating Indexes

Day 5: Working with Large Documents

1. Creating Master Documents
2. Adding Cross-references
3. Using Outline View
4. Formatting a Research Paper or Thesis
5. Managing Footnotes and Endnotes
6. Creating a Mail Merge
7. Customizing Word Options
8. Keyboard Shortcuts for Productivity

Part 2: Microsoft PowerPoint (Days 6-10)

Day 6: Getting Started with PowerPoint

1. Navigating the PowerPoint Interface
2. Creating a New Presentation
3. Using and Editing Slide Layouts
4. Adding and Formatting Text Boxes
5. Working with Placeholders
6. Saving and Opening Presentations
7. Using Themes and Templates
8. Creating Speaker Notes

Day 7: Designing Slides

1. Adding and Formatting Images
2. Working with Shapes and Icons
3. Using SmartArt Graphics
4. Adding Tables and Charts
5. Applying Slide Transitions
6. Using Slide Master for Consistency
7. Adding Backgrounds and Colors
8. Customizing Slide Designs

Day 8: Adding Multimedia

1. Inserting and Formatting Videos
2. Inserting and Formatting Audio
3. Adding Animations to Objects
4. Setting Animation Timings
5. Linking to External Resources
6. Using Hyperlinks and Action Buttons
7. Recording Slide Shows
8. Customizing Presentation Settings

Day 9: Collaboration Tools and Delivery

1. Sharing Presentations Online
2. Adding Comments and Annotations
3. Collaborating on a Shared Presentation
4. Exporting to PDF and Other Formats
5. Setting Up Slide Show Timings
6. Using Presenter View
7. Rehearsing with Presenter Tools
8. Printing Slides and Handouts

Day 10: Advanced Techniques

1. Customizing PowerPoint Ribbon and Shortcuts
2. Using Advanced SmartArt Techniques
3. Creating Infographics
4. Importing Data from Excel
5. Designing Custom Templates
6. Linking Multiple Presentations
7. Creating Interactive Presentations
8. Automating Slide Shows

Part 3: Microsoft Excel (Days 11-15)

Day 11: Getting Started with Excel

1. Navigating the Excel Interface
2. Understanding Cells, Rows, and Columns
3. Creating a New Workbook
4. Entering and Formatting Data
5. Saving and Opening Workbooks
6. Using AutoFill and Flash Fill
7. Adjusting Rows, Columns, and Cell Sizes
8. Using Basic Formulas (SUM, AVERAGE, COUNT)

Day 12: Formatting and Organizing Data

1. Applying Cell Styles
2. Using Conditional Formatting
3. Sorting and Filtering Data
4. Creating and Formatting Tables
5. Working with Date and Time Functions
6. Adding and Formatting Charts
7. Freezing and Splitting Panes
8. Using Data Validation

Day 13: Advanced Formulas and Functions

1. Understanding Relative and Absolute References
2. Using IF, AND, OR Statements
3. Lookup Functions (VLOOKUP, HLOOKUP, XLOOKUP)
4. Text Functions (CONCAT, LEFT, RIGHT, MID)
5. Working with Pivot Tables
6. Adding Pivot Charts
7. Using What-If Analysis (Goal Seek, Data Tables)
8. Creating Custom Functions with Named Ranges

Day 14: Data Management and Analysis

1. Importing Data from External Sources
2. Cleaning Data with Text-to-Columns
3. Removing Duplicates
4. Working with Large Datasets
5. Grouping and Ungrouping Data
6. Using Power Query
7. Applying Advanced Filters
8. Creating Macros

Day 15: Collaboration and Productivity Tools

1. Sharing Workbooks Online
2. Tracking Changes in Shared Workbooks
3. Protecting Workbooks and Sheets
4. Creating Data-Driven Dashboards
5. Exporting Data to Other Formats
6. Using Advanced Chart Customizations
7. Automating Tasks with Macros
8. Keyboard Shortcuts for Advanced Users