

Course Title: - Microsoft Office 365 Specialist Program (125 hours)

This course prepares students to confidently navigate Microsoft Office 365 Specialist tools. Learn essential skills for managing document options, data formatting, advanced formulas, macros, data analysis, and workbook settings. By completing this course, students will acquire vital knowledge to harness the power of Excel for productivity and may even consider pursuing relevant certifications.

Key Learning Objectives	Course Content	Hours
<p>Module 1: At the end of the module the students will be able to:</p> <ul style="list-style-type: none"> ➤ Navigate within documents effectively. ➤ Format documents to create visually appealing content. ➤ Learn how to save and share documents efficiently. ➤ Inspect documents for potential issues and errors. ➤ Insert and format text and paragraphs accurately. ➤ Create and configure document sections for better organization. ➤ Understand table creation, modification, and customization. ➤ Master the creation and modification of lists. ➤ Gain proficiency in adding and managing footnotes, endnotes, and tables of contents. ➤ Learn to insert, format, and modify graphic elements. ➤ Explore document collaboration techniques, including comments and change tracking. 	<p>Module 1: Microsoft Word</p> <ul style="list-style-type: none"> • Manage Documents <ul style="list-style-type: none"> ○ Navigate within documents ○ Format documents ○ Save and share documents ○ Inspect documents for issues • Insert and Format Text, Paragraphs, and Sections <ul style="list-style-type: none"> ○ Insert text ○ Format text and paragraphs ○ Create and configure document sections • Manage Tables and Lists <ul style="list-style-type: none"> ○ Create tables, Modify tables ○ Create and modify lists • Create and Manage References <ul style="list-style-type: none"> ○ Create and manage footnotes and endnotes ○ Create and manage tables of contents • Insert and Format Graphic Elements <ul style="list-style-type: none"> ○ Insert illustrations and text boxes ○ Format illustrations and text boxes ○ Add text to graphic elements ○ Modify graphic elements 	<p>16</p>

	<ul style="list-style-type: none"> • Manage Document Collaboration <ul style="list-style-type: none"> ○ Add and manage comments ○ Manage change tracking • Summary and Review • Online quiz test 	
<p>Module 2: At the end of the module the students will be able to:</p> <ul style="list-style-type: none"> ➤ Modify existing document templates to suit specific needs. ➤ Effectively manage document versions for collaboration. ➤ Compare and combine multiple documents for streamlined content integration. ➤ Utilize external document content through linking. ➤ Understand and enable macros in documents for increased functionality. ➤ Customize the Quick Access toolbar to enhance workflow. ➤ Show hidden ribbon tabs to access advanced features. ➤ Adjust the default font of the Normal template. ➤ Prepare documents for collaboration by restricting editing and using passwords. ➤ Configure editing and display languages and use language-specific features. ➤ Utilize advanced techniques for finding, replacing, and pasting document content. ➤ Configure paragraph layout options, including hyphenation and line numbers. 	<p>Module 2: Microsoft Word Expert</p> <ul style="list-style-type: none"> • Manage Document Options and Settings <ul style="list-style-type: none"> ○ Manage documents and templates ○ Prepare documents for collaboration ○ Use and configure language options • Use Advanced Editing and Formatting Features <ul style="list-style-type: none"> ○ Find, replace, and paste document content ○ Configure paragraph layout options ○ Create and manage paragraph, character, and table styles • Create Custom Document Elements <ul style="list-style-type: none"> ○ Create and modify building blocks ○ Create custom design elements ○ Create and manage indexes ○ Create and manage tables of figures ○ Create and manage bibliographies • Use Advanced Word Features <ul style="list-style-type: none"> ○ Manage forms, fields, and controls 	30

<ul style="list-style-type: none"> ➤ Create, modify, and copy paragraph, character, and table styles for consistent formatting. ➤ Create and manage building blocks, custom design elements, indexes, tables of figures, and bibliographies. ➤ Learn how to manage forms, fields, and controls, including custom fields and standard content controls. ➤ Create, modify, and manage macros to automate tasks. ➤ Perform efficient mail merges, managing recipient lists and merged fields. 	<ul style="list-style-type: none"> ○ Create and modify macros ○ Perform mail merges ● Summary and Review ● Online quiz test 	
<p>Module 3: At the end of the module the students will be able to:</p> <ul style="list-style-type: none"> ➤ Import data into workbooks and navigate effectively. ➤ Format worksheets and workbooks for data clarity. ➤ Customize Excel options and views to suit your needs. ➤ Prepare workbooks for collaboration and distribution. ➤ Manipulate data within cells and ranges efficiently. ➤ Format cells and ranges to highlight important information. ➤ Define and reference named ranges for better formula management. ➤ Summarize data visually using charts. ➤ Create, modify, filter, and sort tables and their data. ➤ Perform operations using formulas and functions. ➤ Understand how to create, modify, and format charts. 	<p>Module 3: Microsoft Excel</p> <ul style="list-style-type: none"> ● Manage Worksheets and Workbooks <ul style="list-style-type: none"> ○ Import data into workbooks ○ Navigate within workbooks ○ Format worksheets and workbooks ○ Customize options and views ○ Prepare workbooks for collaboration and distribution ● Manage Data Cells and Ranges <ul style="list-style-type: none"> ○ Manipulate data in worksheets ○ Format cells and ranges ○ Define and reference named ranges ○ Summarize data visually ● Manage Tables and Table Data <ul style="list-style-type: none"> ○ Create and format tables ○ Modify tables ○ Filter and sort table data ● Perform Operations by using Formulas and Functions <ul style="list-style-type: none"> ○ Insert references ○ Calculate and transform data 	18

	<ul style="list-style-type: none"> ○ Format and modify text ● Manage Charts <ul style="list-style-type: none"> ○ Create charts, Modify charts, Format charts ● Summary and Review ● Online quiz test 	
<p>Module 4: At the end of the module the students will be able to:</p> <ul style="list-style-type: none"> ➤ Copy macros between workbooks and reference data across workbooks. ➤ Skillfully fill cells using Flash Fill, advanced Fill Series options, and RANDARRAY(). ➤ Create custom number formats and implement data validation. ➤ Group, subtotal, and total data while removing duplicates. ➤ Master advanced conditional formatting rules and filtering techniques. ➤ Perform logical operations using nested functions like IF(), SUMIF(), COUNTIF(), etc. ➤ Utilize lookup functions (XLOOKUP(), VLOOKUP(), HLOOKUP(), MATCH(), INDEX()). ➤ Employ date and time functions (NOW(), TODAY(), WEEKDAY(), WORKDAY()). ➤ Summarize data using the Consolidate feature and perform what-if analysis. ➤ Calculate financial data and perform data analysis using various functions. ➤ Troubleshoot formulas by tracing precedence, using the Watch Window, and more. 	<p>Module 4: Microsoft Excel Expert</p> <ul style="list-style-type: none"> ● Manage Workbook Options and Settings <ul style="list-style-type: none"> ○ Manage workbooks ○ Prepare workbooks for collaboration ● Manage and Format Data <ul style="list-style-type: none"> ○ Fill cells based on existing data ○ Format and validate data ○ Apply advanced conditional formatting and filtering ● Create Advanced Formulas and Macros <ul style="list-style-type: none"> ○ Perform logical operations in formulas ○ Look up data by using functions ○ Use advanced date and time functions ○ Perform data analysis ○ Troubleshoot formulas ○ Create and modify simple macros ● Manage Advanced Charts and Tables <ul style="list-style-type: none"> ○ Create and modify advanced charts ○ Create and modify PivotTables ○ Create and modify PivotCharts 	30

<ul style="list-style-type: none"> ➤ Create, name, and edit simple macros for automation. ➤ Design and modify advanced charts, including dual-axis and specialized types. ➤ Create and manage PivotTables, PivotCharts, slicers, calculated fields, and settings. ➤ Prepare workbooks for collaboration through editing restrictions and protection. 	<ul style="list-style-type: none"> • Summary and Review • Online quiz test 	
<p>Module 5: At the end of the module the students will be able to:</p> <ul style="list-style-type: none"> ➤ Modify slide masters, handout masters, and note masters for consistent presentations. ➤ Change presentation options and views to enhance user experience. ➤ Configure print settings and present slide shows effectively. ➤ Prepare presentations for collaboration and distribution. ➤ Insert, modify, order, and group slides for content organization. ➤ Format text, insert links, and incorporate images accurately. ➤ Insert and format various graphical elements, including tables, charts, SmartArt, 3D models, and media. ➤ Apply and configure slide transitions to enhance presentation flow. ➤ Animate slide content to engage the audience. 	<p>Module 5: Microsoft PowerPoint</p> <ul style="list-style-type: none"> • Manage Presentations <ul style="list-style-type: none"> ○ Modify slide masters, handout masters, and note masters ○ Change presentation options and views ○ Configure print settings for presentations ○ Configure and present slide shows ○ Prepare presentations for collaboration and distribution • Manage Slides <ul style="list-style-type: none"> ○ Insert slides, Modify slides ○ Order and group slides • Insert and Format Text, Shapes, and Images <ul style="list-style-type: none"> ○ Format text, Insert links ○ Insert and format images ○ Insert and format graphic elements ○ Order, align, and group slide content • Insert Tables, Charts, SmartArt, 3D Models, and Media <ul style="list-style-type: none"> ○ Insert and format tables ○ Insert and modify charts ○ Insert and format SmartArt graphics ○ Insert and modify 3D models ○ Insert and manage media 	<p>18</p>

	<ul style="list-style-type: none"> • Apply Transitions and Animations <ul style="list-style-type: none"> ○ Apply and configure slide transitions ○ Animate slide content • Summary and Review • Online quiz test 	
<p>Module 6: At the end of the module the students will be able to:</p> <ul style="list-style-type: none"> ➤ Customize Outlook settings for a personalized experience. ➤ Configure mail settings and perform efficient search operations. ➤ Create, insert content, and organize email messages effectively. ➤ Manage calendars, appointments, meetings, events, and tasks proficiently. ➤ Create, manage, and organize contact records and groups. ➤ Understand the process of managing Outlook schedules and contacts. 	<p>Module 6: Microsoft Outlook</p> <ul style="list-style-type: none"> • Manage Outlook Settings and Processes <ul style="list-style-type: none"> ○ Customize Outlook settings ○ Configure mail settings ○ Perform search operations ○ Print and save information • Manage Messages <ul style="list-style-type: none"> ○ Create messages ○ Insert message content ○ Organize and manage messages • Manage Schedules <ul style="list-style-type: none"> ○ Create and manage calendars ○ Create appointments, meetings and events ○ Organize and manage appointments, meetings, and events • Manage Contacts and Tasks <ul style="list-style-type: none"> ○ Create and manage contact records ○ Create and manage contact groups ○ Create and manage tasks • Summary and Review • Online quiz test 	13