

1. Microsoft Word (Document Creation and Editing)

Beginner Level:

- Introduction to the Word interface (ribbon, toolbar, menus)
- Creating, saving, and opening documents
- Formatting text (font, size, color, bold, italics, underline)
- Paragraph formatting (alignment, line spacing, indentation)
- Using bullets and numbering
- Page setup (margins, orientation, paper size)
- Inserting headers, footers, and page numbers
- Spell check and grammar tools
- Printing and saving documents in different formats (PDF, DOCX)

Intermediate Level:

- Working with tables (inserting, formatting, and editing)
- Using styles and themes for consistent formatting
- Adding images, shapes, and SmartArt
- Creating and managing templates
- Using track changes and comments for collaboration
- Mail merge (letters, labels, and envelopes)
- Creating and managing hyperlinks
- Section breaks and page breaks

2. Microsoft Excel (Data Analysis and Spreadsheets)

Beginner Level:

- Introduction to the Excel interface
- Creating, saving, and opening workbooks
- Entering and formatting data in cells
- Basic formulas and functions (SUM, AVERAGE, COUNT)
- Sorting and filtering data
- Creating basic charts (bar, line, pie)
- Freezing panes and splitting windows
- Printing and page setup for spreadsheets

Intermediate Level:

- Conditional formatting
- Working with multiple worksheets and workbooks
- Advanced formulas (IF, VLOOKUP, HLOOKUP, CONCATENATE)
- Data validation and drop-down lists
- PivotTables and PivotCharts
- Using named ranges
- Text functions (LEFT, RIGHT, MID, TRIM)

3. Microsoft PowerPoint (Presentations)

Beginner Level:

- Introduction to the PowerPoint interface
- Creating, saving, and opening presentations
- Adding and formatting text on slides
- Using slide layouts and themes
- Inserting images, shapes, and icons
- Adding transitions between slides
- Printing slides, handouts, and notes

Intermediate Level:

- Working with slide master for consistent design
- Adding animations to objects
- Embedding videos and audio files
- Creating custom slide shows
- Using SmartArt for diagrams
- Collaborating on presentations (comments and sharing)
- Hyperlinks and action buttons

4. Microsoft Outlook (Email and Calendar Management)

Beginner Level:

- Introduction to the Outlook interface
- Setting up email accounts
- Composing, sending, and replying to emails
- Organizing emails into folders
- Using the calendar for scheduling
- Adding and managing contacts
- Setting up email signatures

Intermediate Level:

- Using rules to automate email organization
- Creating and managing tasks
- Sharing calendars and scheduling meetings
- Using categories and flags for organization
- Setting up out-of-office replies
- Searching and filtering emails

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6. Integration Across Microsoft Office

- Embedding Excel charts and tables in Word and PowerPoint
- Linking data between Word, Excel, and Access
- Using Outlook to share files and schedule tasks
- Automating workflows with macros across applications
- Exporting Access reports to Word or Excel