

Diploma in MS Office and Productivity Tools

Module 1: MS Word – Document Creation & Formatting (15 Hours)

- Introduction to Word Interface (Ribbon, Tabs, Toolbar)
- Creating, Saving, Opening Documents
- Formatting Text: Font, Size, Bold, Italic, Underline
- Paragraph Settings: Line spacing, Alignment, Indents
- Bullets & Numbering, Multilevel Lists
- Page Setup: Margins, Orientation, Size, Columns
- Headers, Footers, Page Numbers
- Insert: Tables, Images, Shapes, Icons, Text Boxes
- SmartArt and Charts
- Table of Contents, Indexing, References
- Mail Merge (Letters, Labels)
- Templates and Themes
- Proofing: Spelling, Grammar, Word Count
- Printing Options and Layout Preview
- Document Protection and Track Changes

Module 2: MS Excel – Data Management & Analysis

- Excel Interface Overview
- Rows, Columns, Cells – Navigating and Selecting
- Data Entry, Autofill, Flash Fill
- Formatting Cells (Number, Currency, Date, Text)
- Formulas: SUM, AVERAGE, MIN, MAX, COUNT, IF
- Cell Referencing (Relative, Absolute)
- Sorting and Filtering Data
- Conditional Formatting
- Charts: Pie, Line, Bar, Column, Area
- Data Validation (Drop-downs, Limits)
- VLOOKUP, HLOOKUP, XLOOKUP (Basics)
- Freeze Panes, Grouping, Hiding/Unhiding
- Importing/Exporting CSV and Excel to PDF

Module 3: MS PowerPoint – Presentation Design

- Creating and Managing Slides
- Design Themes and Templates
- Formatting Text and Slide Layouts
- Inserting Images, Audio, Video
- Using Transitions and Animations
- Slide Master and Consistent Formatting
- Inserting SmartArt, Charts, and Tables
- Presentation Tips & Best Practices
- Hyperlinking and Action Buttons
- Rehearse Timings and Narration

Module 4: MS Outlook – Email and Calendar Management

- Setting up an Email Account
- Sending, Receiving, Forwarding, Replying to Emails
- Attachments, Signatures, and Formatting Emails
- Organizing Mail: Folders, Rules, Categories
- Managing Contacts and Groups
- Creating Tasks and To-do Lists

Module 5: MS Outlook Google Docs

- Introduction to Google Workspace & Google Drive
- Creating, Opening, Renaming a Google Doc
- Google Sheets – Online Spreadsheets^[1]_[SEP] Creating, Saving, Renaming Sheets
- Understanding rows, columns, cells
- Basic navigation and selection techniques
- Formatting numbers, dates, and currency
- Importing data from Excel or CSV
- Downloading as Excel, PDF