SCITCL 02
Advanced Microsoft Office Essentials
Course Structure

Contact Hrs- 15
Mode of Delivery - Online

Aim of the Course:
The aim of this Course is to provide participants with advanced knowledge of widely-used Microsoft Office programs, including Word, Outlook and Excel.

Course Description:
This course builds upon the foundational knowledge presented in the Microsoft Office Excel Part 1 (Computer Literacy) Course. It will assist participants in creating advanced workbooks and worksheets, that can help deepen their understanding of organizational intelligence. They will gain the ability to analyze massive amounts of data by extracting actionable information and presenting it to decision makers.

Participants will also expand their knowledge of Microsoft Word. They will work with tables and charts to organize and summarize data; use styles and themes to customize the look of documents; add images and custom graphic elements to documents to graphically show information; add building blocks of information and updatable fields to the document to improve efficiency; control how text flows around graphics, between paragraphs, and between pages; use section, page, and column breaks in your documents; use templates to maintain consistency between documents; use the mail merge feature to customize and personalize content; create and use macros to automate tasks.

Participants will also be able to use the advanced features in Outlook to manage the advanced options for messages, contacts, and calendar management; and perform more advanced tasks such as task assignment, journaling, sharing workspaces, and backing up to data files.

Pre-requisites:

- Basic computer file management knowledge, e.g. opening, saving and uploading files, creating folders; Basic Internet search
- Basic skills in using word processing
- Access to a computer / laptop with MS Office 2010 or higher
- Completed a computer literacy course and or have experience in the field

Module 1: - Microsoft Word

o   Working with tables and Charts
o   Customizing Formats, Using Styles and Themes
o   Using Images in a Document
o   Creating Custom Graphic Elements

- o Inserting Content Using Quick Parts
- o Controlling Text Flow
- o Using Mail Merge
- o Using Macros

Module 2: - Microsoft Excel

- o Working with Functions
- o Protecting Workbooks
- o Analyzing Data
- o Visualizing Data with Charts

Module 3: -Microsoft Outlook

- o Getting Started with Outlook
- o Composing Messages
- o Reading and Responding to Messages
- o Managing Your Messages
- o Managing your Contacts
- o Working with Tasks and Notes

Module 4: - Microsoft 365 and OneDrive

- o Navigating Office 365
- o Microsoft OneDrive (on your PC / Laptop)
- o Microsoft OneDrive online
- o Sharing files
- o SharePoint documents overview
- o Unbounded Iteration

Assessment Structure –

- o Assessment 1- 40%- Quiz/Activity from Theory Teaching
- o Assessment 2- 60%   Individual Practical Assessment

Note- Details on assessments will be provided in class