



MS Office & Office Work Skills
Program

Syllabus



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Overview

TopTech School's Ms Office Program & Office Skills is a transformative course that prepares students to break into office jobs. The program is designed to get our students hired by completing the program requirements successfully. This Ms Office Program & Office Skills features up-to-date technical instruction, career coaching and professional connections to top employers. Join this great program via our remote classrooms and learn all skills required for office and administration.



If you need to work with computer programs efficiently & professionally and learn how to manage office work,

Then, join this brilliant program to prepare you for any office job!



Pre-requisite:

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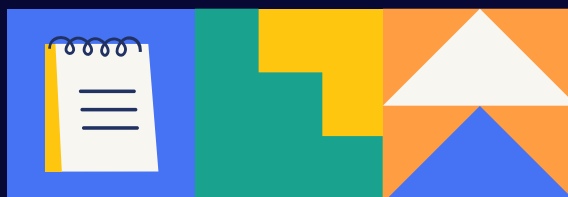
English Language Proficiency : Students are expected to understand and speak English to be able to join the class.

Internet Connection: Since the classes are offered online, students are required to have a stable internet connection .

Throughout the Program, you will learn:

Microsoft Office Suite

1. Windows Operating System(basic level)
2. Microsoft Word
3. Microsoft Excel
4. Microsoft Power Point
5. Microsoft Teams
6. Email and Calendar
7. OneDrive
8. SharePoint



Windows Operating System

Key Features of Windows OS

A. User Interface

- Start Menu
- Taskbar
- Desktop

B. File Management

- File Explorer
- Folder organization
- File types and extensions

C. System Management

- Control Panel / Settings app
- Task Manager
- System updates

Basic Operations

A. Installation

- Basic steps for installing Windows

B. Updates and Upgrades

- How to check for updates
- Upgrading to a new version

C. Troubleshooting Common Issues

- Restarting and basic fixes
- Safe Mode
- Software and Applications



Software and Applications

A. Pre-installed Applications

- Default apps (e.g., Edge browser, Notepad)

B. Installing and Managing Software

- Using Microsoft Store
- Downloading software from the internet

Customization and Personalization

A. Changing Themes and Backgrounds

- How to customize appearance

B. Setting Up User Accounts

- Adding and managing user account

Introduction to MS Word

- Copy paste data from an authentic website, remove copy paste formatting
- Set headings, create a table of contents and discuss its features
- How to insert pictures, different ways of inserting a picture, discussion of useful options in picture tab
- How to insert a smart art and useful features of smart art tabs
- Inserting headers/footers/ page numbers and set formatting of page numbers
- Inserting mathematical and chemical equations
- Inserting captions under pictures, equations etc and creating table of figures for captions
- Inserting citations (using different sources) and adding references/bibliographies
- Adding endnotes and footnotes and moving within all endnotes and footnotes inserted in the document



- Proofing a document (performing spelling and grammar check in the document)
- Inserting Cover page, Watermark, Page borders, simple borders
- Setting columns
- Google docs

Power Point

- How to insert slides, add text boxes, creating a title slide
- Creating table and chart and discussion of useful features of table in powerpoint
- Adding graphical effects in presentation (Setting themes and backgrounds)
- Managing slide size
- Setting Transitions and animations and discussion of these tabs
- Inserting audio, video in presentation
- Running a slideshow, record a slideshow
- Saving presentation and converting it into video
- Using different templates for presentation
- Google slides

MS Excel

- Introduction to MS Excel
- Using Short Keys
- Wrap text
- Merge and center
- discussion on sheet tabs
- Setting number formats
- Creating a pivot table and detailed discussion on pivot table
- Creating simple charts, detailed discussion on its tabs/features
- Creating pivot charts and its settings



Formulas/Functions

- Sum
- Average
- IF
- Count Functions(count, counta, countblank, countif, countifs)
- Date Functions
- Max, Min
- Vlookup
- Hlookup
- Index
- Sumif
- Sumifs
- Database operations(Dsum, Daverage, Dproduct, Dcount, Dcounta, Dmax, Dmin)
- IFER ROR, combining iferror with vlookup
- Print settings and page break preview
- Compress excel file (working with large workbooks)
- Google sheets

Introduction to Microsoft Teams

A. What is Microsoft Teams?

- Overview and purpose
- Key features and benefits

B. Getting Started

- Accessing Microsoft Teams
- Installing the Teams app (desktop and mobile)



Understanding the Interface

A. Navigation and Layout

- Overview of the main interface
- Key sections: Activity, Chat, Teams, Assignments, Calendar

B. Personal Settings

- Profile customization
- Notification settings

Using Teams for Communication

A. Chat

- Starting and managing one-on-one chats
- Creating and using group chats

B. Channels and Teams

- Creating and joining teams
- Understanding channels and tabs
- Posting messages and @mentions

Meetings and Video Calls

A. Scheduling Meetings

- Using the Calendar feature
- Setting up and managing meetings

B. Joining and Conducting Meetings

- Joining a meeting
- Using meeting controls: mute, video, screen sharing

C. Meeting Features

- Recording meetings
- Using breakout rooms
- Managing meeting settings



Collaboration Tools

A. File Sharing and Collaboration

- Uploading and sharing files
- Collaborating on documents in real-time

B. Tabs and Apps

- Adding and using tabs for apps and files
- Integrating third-party apps
- Reviewing and grading student work

Managing Teams and Channels

A. Team Administration

- Adding and removing members
- Managing team settings and permissions

B. Channel Management

- Creating and organizing channels
- Managing channel settings and permissions



Privacy Settings

- Managing privacy settings
- Understanding data protection features

Introduction to Email

A. What is Email?

- Definition and basic purpose

B. Key Parts of an Email

- Email address (To, Cc, Bcc)
- Subject line
- Email body
- Attachments

Basic Email Functions

A. Composing an Email

- How to start a new email
- Adding a recipient
- Writing the email message
- Attaching files

B. Sending and Receiving Emails

- How to send an email
- Checking and reading incoming emails

C. Replying and Forwarding

- How to reply to an email
- How to forward an email to others

D. Managing Your Inbox

- Organizing emails into folders
- Deleting and archiving emails



Introduction to Calendar

A. What is a Calendar?

- Definition and basic purpose

B. Key Features of a Digital Calendar

- Different views (daily, weekly, monthly)
- Events and appointments
- Reminders and alerts

Basic Calendar Functions

A. Adding Events

- How to create a new event
- Setting details (date, time, location)

B. Managing Events

- Editing and deleting events
- Setting reminders for events

C. Sharing and Inviting

- How to invite others to events
- Sharing your calendar with others

D. Syncing Calendars

- Keeping your calendar updated on multiple devices



Using Email and Calendar Together

- Managing privacy settings
- Understanding data protection features

Introduction to Email

Linking Email and Calendar

- Creating events from email invitations
- Managing meeting requests

B. Tips for Organization

- Using calendar to manage your email schedule
- Keeping track of important dates and deadlines

B. Getting Help

- Finding additional resources and support

Introduction to OneDrive

A. What is OneDrive?

- Definition and purpose of OneDrive
- Overview of cloud storage and its benefits\

What you'll learn

Basic features and usage of OneDrive



Getting Started with OneDrive

Accessing OneDrive

- How to sign in to OneDrive
- Accessing OneDrive on different devices (web, desktop app, mobile app)

Using OneDrive for File Storage

A. Uploading Files

- How to upload files and folders to OneDrive
- Different methods of uploading (drag and drop, file picker)

B. Organizing Files

- Creating and managing folders
- Moving and renaming files and folders

C. Accessing Files

- Finding and opening files on OneDrive

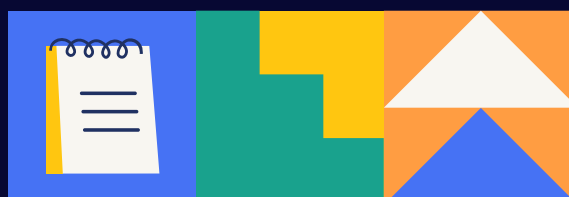
Sharing and Collaborating

A. Sharing Files and Folders

- How to share files and folders with others
- Setting sharing permissions (view only, edit)

B. Collaborating on Files

- Real-time collaboration on documents
- Adding comments and making edits



Managing Files and Folders

A. File Versioning

- Viewing and restoring previous versions of files

B. File and Folder Search

- Using the search feature to find files

C. Deleting and Recovering Files

- How to delete files and folders
- Recovering files from the recycle bin

Syncing and Offline Access

A. Syncing Files

- How to sync files between OneDrive and your devices

B. Accessing Files Offline

- Making files available offline
- How to access offline files

Security and Settings

A. Privacy and Security

- Understanding basic security features

B. Managing Settings

- Adjusting OneDrive settings and preferences

Introduction to SharePoint

A. What is SharePoint?

- Definition and purpose of SharePoint
- Key benefits of using SharePoint in organizations

B. Course Objectives

- What you will learn: basic features and functions of SharePoint



Getting Started with SharePoint

A. Accessing SharePoint

- How to login and navigate to SharePoint
- Overview of SharePoint sites and their components

B. Understanding SharePoint Sites

- What is a SharePoint site?
- Different types of SharePoint sites (team sites, communication sites)

Basic Navigation and Interface

A. SharePoint Home Page

- Key elements: Site Navigation, Quick Links, News Feed

B. Site Components

- Understanding lists, libraries, and pages
- Overview of web parts and how they are used

Working with Documents

A. Document Libraries

- What is a document library?
- How to upload and manage documents

B. Document Management

- Checking in and checking out documents
- Version history and restoring previous versions

C. Sharing Documents

- How to share documents with others
- Setting permissions for document access



Creating and Managing Lists

A. What are Lists?

- Definition and purpose of lists in SharePoint

B. Creating a List

- How to create a new list and add items

C. Managing List Items

- Editing, deleting, and sorting list items

Customizing SharePoint Sites

A. Site Customization

- Changing site settings and appearance
- Adding and arranging web parts on pages

B. Using Templates

- Applying and customizing site templates

Basic Collaboration Features

A. Using SharePoint for Team Collaboration

- Communicating and sharing information with team members

B. Managing Permissions

- Understanding basic permission settings for sites and content

Security

- Basic security settings in SharePoint

