

MICROSOFT OFFICE  
TRAINING MANUAL  
FOR  
EMPLOYEES  
OF  
SARDAR KAUREY KHAN SCHOOL  
MUZAFFARGARH

# 1- MICROSOFT WORD

<b>S.No</b>	<b>Topics</b>	<b>Days</b>
1-	(1) MS-WORD and its features ? (2) Parts of MS-Word and different buttons (3) Documents Views and creating New Document. (4) Open , Save , Save AS ,Print , Prepare , Close	23-1-2021 SATURDAY
2-	(1) Home Button with all parts (2) Copy , Past ,Bold , Italic ,Underline ,Bullets , Numbers, Colors (3) Left , Right , Justify and Centered (4) Font , Font Name , Size and its relevant formats.	25-1-2021 MONDAY
3-	(1) Insert (2) Table and its all types of operation of table. (3) Clipart , Smart Art , Chart (4) Text Box , Word Art , Shapes Page Break etc	26-1-2021 TUESDAY
4-	(1) Page Layout (2) Size , columns , Line numbers , Margins , Fonts , colors and Effects (3) Indent , Spacing , Page Border , Page Color , Water Mark (4) Orientations , Themes, Alignment	27-1-2021 WEDNESDAY
5-	(1) Layout (2) Layout operations including all types	28-1-2021 THURSDAY
6-	(1) Design (2) Design and its all operations	29-1-2021 FRIDAY
7-	(1) View (2) View and its all operations	30-1-2021 SATURDAY
8-	(1) All MS- Word Short Cut keys	1-2-2021 MONDAY
9-	Assignments	2-2-2021 TUESDAY
10-	Practical Test	3-2-2021 WEDNESDAY

## 2- MICROSOFT POWER POINT

S.No	Topics	Days
1-	(1) Multimedia (2) Elements of multimedia (3) Multimedia presentation (4) Introduction of Power point	4-2-2021 THURSDAY
2-	(1) Uses of Power point and features of power point (2) All types of button (3) Different views (4) Creating presentation new or templates	5-2-2021 FRIDAY
3-	(1) Saving , opening , closing (2) Table and its all types of operation of table. (3) Clipart , Smart Art , Chart (4) Text Box , Word Art , Shapes Page Break etc	6-2-2021 SATURDAY
4-	(1) Page Layout (2) Size , columns , Line numbers , Margins , Fonts , colors and Effects (3) Indent , Spacing , Page Border , Page Color , Water Mark (4) Orientations , Themes, Alignment	7-2-2021 MONDAY
5-	(1) Layout (2) Copy slide , duplicate and delete a slide (3) Hiding and un hiding	8-2-2021 TUESDAY
6-	1- Format Text ,Theme, Animations 2- Design and its all operations 3- Using Transitions Triggers	9-2-2021 WEDNESDAY
7-	1- Adding Sound 2- Importing 3- All Short Cut keys 4- Assignments	10-2-2021 THURSDAY
8-	Assignments	11-2-2021 FRIDAY
9-	Practical Test	12-2-2021 SATURDAY

### 3- MICROSOFT EXCEL

S.No	Topics	Days
1-	<ul style="list-style-type: none"> <li>(1) MS-EXCEL and its features ?</li> <li>(2) Parts of MS-EXCEL and different buttons</li> <li>(3) Documents Views and creating New Document.</li> <li>(4) Open , Save , Save AS ,Print , Prepare , Close</li> </ul>	14-2-2021 MONDAY
2-	<ul style="list-style-type: none"> <li>(1) Home Button with all parts</li> <li>(2) Copy , Past ,Bold , Italic ,Underline ,Bullets , Numbers, Colors</li> <li>(3) Left , Right , Justify and Centered</li> <li>(4) Font , Font Name , Size and its relevant formats.</li> </ul>	15-2-2021 TUESDAY
3-	<ul style="list-style-type: none"> <li>(1) Insert</li> <li>(2) Table and its all types of operation of table.</li> <li>(3) Clipart , Smart Art , Chart</li> <li>(4) Text Box , Word Art , Shapes Page Break etc</li> </ul>	16-2-2021 WEDNESDAY
4-	<ul style="list-style-type: none"> <li>(1) Page Layout</li> <li>(2) Size , columns , Line numbers , Margins , Fonts , colors and Effects</li> <li>(3) Indent , Spacing , Page Border , Page Color , Water Mark</li> <li>(4) Orientations , Themes, Alignment</li> </ul>	17-2-2021 THURSDAY
5-	<ul style="list-style-type: none"> <li>(1) Layout</li> <li>(2) Sheets , Tabs</li> <li>(3) formulas</li> </ul>	18-2-2021 FRIDAY
6-	<ul style="list-style-type: none"> <li>(1) Design</li> <li>(2) Design and its all operations</li> <li>(3) Functions</li> </ul>	19-2-2021 SATURDAY
7-	<ul style="list-style-type: none"> <li>(1) View</li> <li>(2) View and its all operations</li> </ul>	21-2-2021 MONDAY
8-	<ul style="list-style-type: none"> <li>(1) All MS-EXCEL Short Cut keys</li> <li>(2) GRAPHS</li> <li>(3) NESTED FUNCTIONS</li> </ul>	22-2-2021 TUESDAY
9-	Assignments	23-2-2021 WEDNESDAY
10-	Assignments	24-2-2021 THURSDAY
11-	Assignments	25-2-2021 FRIDAY
12-	PRACTICAL TESTS	26-2-2021 SATURDAY