

TRAINING CONTENTS

Session	Name of the Topics	Contact Hour
Session 01	Smart Office Management Modules Part 2: <ul style="list-style-type: none">● Basic Text Editing, Advanced Text Editing, Formatting Text● Font Styles and Sizes, Text Color and Highlighting● Paragraph Alignment Practical: Creating a professional resume	3
Session 02	Part 3: <ul style="list-style-type: none">● Document Layout● Inserting Graphics● Automation● Mail Merge (sending personalized invitations to a large mailing list) Practical: A presentation with charts	3
Session 3	Part 4: <ul style="list-style-type: none">● Charts Editing● Background Setting and Change● Document to Charts Practical: A presentation with charts	3

<p>Session 4</p>	<p>Part 6:</p> <ul style="list-style-type: none"> ● Key Features of Microsoft Excel ● Cells, Rows, and Columns ● Worksheets and Workbooks 	<p>3</p>
<p>Session 5</p>	<p>Part 7:</p> <ul style="list-style-type: none"> ● Data Entry and Formatting ● Data Types, Formatting Options, Conditional Formatting <p>Practical: Create a table data</p>	<p>3</p>
<p>Session 6</p>	<p>Part 8:</p> <ul style="list-style-type: none"> ● Formulas and Functions <ul style="list-style-type: none"> ○ Basic Formulas, Mathematical Functions, Text Functions ○ Logical Functions, Lookup and Reference Functions ○ Date and Time Functions <p>Practical: Result sheet or salary sheet</p>	<p>3</p>
<p>Session 7</p>	<p>Part III: Creating Charts and Other Visualizations</p> <ul style="list-style-type: none"> ● Getting started with Excel charts ● Using advanced charting techniques ● Creating sparkline graphics 	<p>3</p>

<p>Session 8</p>	<p>Part 10:</p> <ul style="list-style-type: none"> ● Charting and Graphing ● Customization (titles, labels, colors, legends) <p>Practical: Chart formatting</p>	<p>3</p>
<p>Session 9</p>	<p>Part 11:</p> <ul style="list-style-type: none"> ● Collaboration ● Protecting Workbooks (password protection and editing rights) 	<p>3</p>
<p>Session 10</p>	<p>Part 12:</p> <ul style="list-style-type: none"> ● Tips and Best Practices ● Keyboard Shortcuts ● Data Validation ● Named Ranges ● Regular Backups ● Staying Updated 	<p>3</p>
<p>Session 11</p>	<p>Part 13:</p> <ul style="list-style-type: none"> ● Features of Microsoft Access ● Tables (rows and columns of structured data) ● Relationships (primary and foreign keys) <p>Practical: Create table</p>	<p>3</p>
<p>Session 12</p>	<p>Part 14:</p> <ul style="list-style-type: none"> ● Features of Microsoft Access 	<p>3</p>

	<ul style="list-style-type: none"> • Tables and Relationships (continued) <p>Practical: Create table</p>	
Session 13	<p>Part 16:</p> <ul style="list-style-type: none"> • Data Entry and Forms • Forms (user-friendly interfaces) • Form Controls (text boxes, dropdowns, buttons) <p>Practical: Create forms</p>	3
Session 14	<p>Part 18:</p> <ul style="list-style-type: none"> • Keys and Relationships Between Tables <p>Primary Key, Foreign Key, Composite Key</p> <p>Practical: Database schema</p>	3
Session 15	<p>Part 19:</p> <ul style="list-style-type: none"> • Queries and Data Retrieval • Select Queries • Action Queries (update, delete, add records) <p>Practical: Create queries</p>	3
Session 16	<p>Part 22:</p> <ul style="list-style-type: none"> • Reports • Report Creation (structured data presentation) 	3

	<ul style="list-style-type: none"> ● Report Controls (charts, images, calculated fields) <p>Practical: Create report</p>	
Session 17	<p>Part 24:</p> <ul style="list-style-type: none"> ● Slide Creation ● Adding text, images, charts, and other content to slides 	3
Session 18	<p>Part 25:</p> <ul style="list-style-type: none"> ● Design and Formatting <ul style="list-style-type: none"> ○ Themes and Templates ○ Custom Backgrounds 	3
Session 19	<p>Part 26:</p> <ul style="list-style-type: none"> ● Multimedia Integration <ul style="list-style-type: none"> ○ Images, Graphics, SmartArt ○ Charts and Tables ○ Videos and Audio 	3
Session 20	<p>Mentorship Session:</p> <p>A dedicated session with an industry expert to discuss career opportunities, real-world applications of Smart Office Management, and insights into the latest trends.</p>	3
	Total Class Hours	60 hours