

Microsoft Office Level I

Here's a 6-week long curriculum for Microsoft Office, tailored for adult learners with varying levels of proficiency. Each class will meet once a week for an hour, and the focus will be on career-readiness skills and hands-on activities.

Week 1: Introduction to Microsoft Office

- Overview of Microsoft Office Suite and its applications.
- Introduction to the user interface and common features across all applications.
- Hands-on Activity: Creating a simple document in Microsoft Word and formatting text.

Week 2: Mastering Microsoft Word

- Advanced formatting techniques for professional documents.
- Working with headers, footers, and page numbering.
- Hands-on Activity: Creating a professional-looking resume in Microsoft Word.

Week 3: Outlook for Effective Communication

- Understanding the fundamentals of email management in Outlook.
- Creating and managing contacts, calendars, and tasks.
- Hands-on Activity: Setting up and managing a professional email account in Microsoft Outlook.

Week 4: Excel for Data Management and Analysis

- Understanding the basics of Excel, including cells, rows, and columns.
- Introduction to formulas and functions for data analysis.
- Hands-on Activity: Creating a basic budget spreadsheet in Microsoft Excel.

Week 5: Effective Presentations with PowerPoint

- Design principles for creating engaging presentations.
- Adding multimedia elements and transitions for a professional touch.
- Hands-on Activity: Creating a presentation on a chosen topic in Microsoft PowerPoint.

Week 6: Integration and Productivity Tips

- Integrating Microsoft Office applications for seamless productivity.
- Time-saving tips and keyboard shortcuts for efficient workflow.
- Hands-on Activity: Synchronizing Outlook with other Office applications and exploring productivity tools for effective time management.

This curriculum aims to provide comprehensive knowledge of the essential tools in the Microsoft Office suite while ensuring that learners can effectively manage their professional communication through Outlook. Regular assessments and practical exercises will reinforce the learning process and ensure that learners are equipped with the necessary career-readiness skills.

[Microsoft Office Training Center](#)