

Microsoft Office Level II

Here is a 6-week curriculum tailored for adult learners with varying levels of proficiency in Microsoft Office. The focus is on advanced skills, career-readiness, and hands-on activities. Each class will meet once a week for an hour.

Week 1: Advanced Microsoft Word Techniques

- Advanced formatting options and styles in Microsoft Word.
- Working with templates and customizing document layouts.
- Hands-on Activity: Creating a professional report with advanced formatting features.

Week 2: Advanced Microsoft Excel Functions

- Advanced functions such as VLOOKUP, INDEX-MATCH, and complex formulas.
- Data analysis tools and techniques for business applications.
- Hands-on Activity: Analyzing and visualizing complex data sets in Microsoft Excel.

Week 3: Advanced Microsoft PowerPoint Presentations

- Advanced presentation techniques including animation and multimedia integration.
- Designing dynamic and interactive presentations.
- Hands-on Activity: Creating an interactive and visually appealing presentation for a specific business scenario.

Week 4: Advanced Microsoft Access Database Management

- Creating complex databases and managing relationships between tables.
- Querying and generating advanced reports for data analysis.
- Hands-on Activity: Designing and implementing a comprehensive database solution for a business case.

Week 5: Advanced Microsoft Outlook Features

- Utilizing advanced email management features and automating tasks.
- Integrating Outlook with other applications for streamlined workflows.
- Hands-on Activity: Streamlining communication and tasks using advanced features in Microsoft Outlook.

Week 6: Integrating Microsoft Office Applications

- Seamless integration of various Microsoft Office applications for enhanced productivity.
- Automating tasks and using macros for improved efficiency.
- Hands-on Activity: Developing a comprehensive workflow that integrates multiple Microsoft Office applications for a specific business process.

Throughout the curriculum, regular assessments will be conducted to ensure understanding and progress. Additionally, discussions on practical applications in professional settings and real-world case studies will be included to enhance career-readiness skills.