

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

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

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

	<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