



MS Office 365 for the Workplace

COURSE TIME(S)/ LOCATION(S)

COURSE DESCRIPTION

This comprehensive course on Microsoft Office 365 offers an in-depth overview of the suite's core applications: Word, Excel, and PowerPoint. You will learn to create and format documents, develop spreadsheets with advanced functions and formulas, and design engaging presentations. By the end of this course, you will be well-equipped to leverage the full potential of Office 365 for both professional and personal needs.

Designed for users of all levels.

Hours: 21 hours

Prerequisite(s): None

LEARNING RESOURCES

No textbook required.

COURSE OBJECTIVES

By the end of this course, students will be able to:

- Provide a comprehensive overview of Microsoft Office 365 and integration capabilities.
- Create and format professional documents in Microsoft Word.
- Develop spreadsheets with advanced formulas and functions in Microsoft Excel.
- Create dynamic presentations in Microsoft PowerPoint.

COURSE TOPICS

Module	Topic
Module 1	Introduction to MS Office 365 and MS Word

Module 2	Working with Documents in MS Word
Module 3	Introduction to MS Excel
Module 4	Advanced Formulas and Functions in MS Excel
Module 5	Introduction to MS PowerPoing and App Integration

INSTRUCTIONAL TECHNIQUES

This course is delivered over 21 hours

STUDENT RESPONSIBILITIES

Assigned by the instructor