

Office Management Course Outline

Module 1: Introduction to Office Management

(1st Week)

Topics:

- The Role of an Office Manager
- Essential Office Skills
- Effective Communication in the Workplace
- Time Management Techniques
- Professionalism and Ethics

Module 2: Microsoft Word

(2nd Week)

Topics:

- Creating and Formatting Documents
- Working with Text Styles and Paragraphs
- Inserting Images, Tables, and Charts
- Collaboration Tools (Track Changes, Comments)
- Creating Professional Templates and Styles
- Mail Merge for Letters and Envelopes

Module 3: Microsoft Excel

(3rd Week)

Topics:

- Creating and Formatting Spreadsheets
- Entering and Editing Data
- Formulas and Functions (Basics & Intermediate)
- Conditional Formatting and Data Analysis
- Creating Charts and Graphs
- PivotTables and Data Visualization

Module 4: Microsoft PowerPoint

(4th Week)

Topics:

- **Creating Engaging Presentations**
- **Formatting Slides and Adding Content**
- **Working with Templates and Themes**
- **Inserting Multimedia Elements (Images, Videos)**
- **Adding Transitions and Animations**
- **Delivering Effective Presentations**