

# Microsoft Office - Basics Course – Sinhala Medium

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**Duration: 3 Months (12 Weeks)**

## **Course Description:**

Welcome to the Microsoft Office Basics Course! In this comprehensive 2-month program, you will learn essential skills to effectively utilize Microsoft Office tools, including Word, Excel, PowerPoint, and Access. This course is designed for beginners and will equip you with the fundamental knowledge to create, edit, and manage several types of documents, spreadsheets, presentations, and databases.

## **Week 1-3: Microsoft Word Essentials**

### **Understanding the Word Interface**

- Introduction to Microsoft Word interface
- Offline vs Online
- File and Folder Creations
- Navigation and basic features

### **Usage of AI to enhance the document contents**

- How to research using ChatGPT
- How to use Quilbot
- Understanding the AI Checkers
- Copying Data from ChatGPT

### **Start with Page Formatting's**

- Creating a new document
- Opening existing documents
- Adjusting page size (letter, legal, A4, etc.)
- Setting page orientation (portrait or landscape)
- Modifying margins for left, right, top, and bottom of the page
- Utilizing the "Mirror Margins" feature for binding purposes (e.g., books)
- Applying predefined page themes and colors
- Adding a watermark or background to the page
- Setting up columns for multi-column layouts
- Applying and customizing page borders and shading

### **Creating and Formatting Documents**

- Text entry methods
- Text selection techniques (mouse and keyboard)
- Text manipulation (copy, cut, paste, special paste, undo, redo)
- Font formatting options (typeface, size, color, bold, italic, underline)
- Applying text styling (highlighting, subscript, superscript)
- Paragraph formatting (line spacing, indentation, bullets, numbering)
- Alignment options (left, right, center, justified)

## **Document Enhancement**

- Adding headers and footers to documents
- Inserting page numbers in different formats (e.g., Roman numerals, regular numbers)
- Utilizing page breaks for better document organization
- Adjusting spacing between lines, paragraphs, and sections for readability

## **Week 4-6: Microsoft Excel Fundamentals**

### **Introduction to Excel**

- Understanding the purpose and use of Microsoft Excel
- Overview of the Excel interface (ribbons, tabs, menus)
- Differentiating between worksheets and workbooks
- Navigating through worksheets and managing workbooks

### **Exploring the Excel Interface:**

- Identifying key elements: ribbons, tabs, menus, formula bar, etc.
- Understanding the role of different tabs (Home, Insert, Page Layout, Formulas, Data, Review, View)
- Exploring Quick Access Toolbar customization
- Using the Name Box to navigate to specific cells

### **Navigating Worksheets and Workbooks:**

- Creating new worksheets and workbooks
- Renaming, moving, copying, and deleting worksheets
- Navigating between worksheets using tabs
- Managing multiple workbooks (opening, arranging, and closing)
- Cloning Data from Sheet to Sheet and File to File

### **Basic Spreadsheet Skills**

- Entering data into cells (text, numbers, dates)

- Formatting data (font, color, alignment, borders)
- Applying cell styles for consistent formatting
- Inserting Tables with Headers
- Performing basic calculations (addition, subtraction, multiplication, division)
- Using AutoFill to quickly populate cells with patterns or series (Usages of Fill Handle)
- Utilizing AutoSum for automatic calculation of sums

## **Working with Formulas and Functions**

- Understanding the difference between formulas and functions
- Introduction to formula syntax (operators, cell references, functions)
- Using common functions: SUM, AVERAGE, COUNT, COUNTA, IF
- Creating nested functions for more complex calculations
- Understanding relative and absolute cell referencing in formulas
- Using named ranges for easier formula creation

## **How to Automate Repetitive Tasks using Macro**

- Enabling the Developer Option
- Making a Macro
- Use the macro anywhere
- Modify the Macro
- Writing a macro using ChatGPT to adjust the width of Cells

## **Week 7-9: Microsoft PowerPoint Basics**

### **Getting Started with PowerPoint**

- Introduction to PowerPoint and its purpose
- Understanding the PowerPoint workspace components
- Navigating through the ribbons, tabs, and menus
- Getting acquainted with the slide area and the slide sorter view
- Creating a new presentation from scratch
- Using templates to jumpstart your presentation

### **Slide Design and Content**

- Adding, formatting, and editing text on slides
- Adjusting text font, size, color, and alignment
- Inserting and formatting images, shapes, and icons
- Arranging and aligning objects on slides
- Applying slide transitions for seamless movement between slides

- Adding animations to objects for visual impact and engagement
- Previewing and fine-tuning transitions and animations

### **Slide Layouts and Placeholders:**

- Understanding slide layouts and their purpose
- Choosing appropriate slide layouts for content types (title slide, content slide, etc.)
- Recognizing placeholders for text, images, charts, and other content
- Customizing slide layouts to fit your content needs
- Adding, deleting, and rearranging slides in the presentation

### **Delivering an Effective Presentation**

- Starting a slide show and navigating between slides
- Using keyboard shortcuts for smoother slide show delivery
- Exploring presenter view for a more controlled presentation experience
- Adding speaker notes for each slide to guide your presentation
- Utilizing built-in presenter tools (laser pointer, highlighter, pen)
- Timing for automatic slide advancement
- Tips for confident public speaking (maintaining eye contact, pacing, body language)

### **Using ChatGPT and Office Online Version**

- Accessing MS Office online version
- Writing the outline of the presentation using ChatGPT.
- Making a word document and exporting the presentation.
- Editing the exported presentation.

## **Week 10-12: Microsoft Access Essentials**

### **Introduction to Access**

- Explaining the concept of databases and their importance
- Understanding the Microsoft Access interface (ribbons, tabs, navigation)
- Differentiating between tables, queries, forms, and reports

### **Creating a New Database**

- Starting a new database from scratch
- Naming and saving the database file
- Selecting a location for the database file
- Choosing a suitable template or starting with a blank database

## **Tables, Queries, Forms, and Reports Overview**

- Overview of tables as the foundation for storing data
- Queries and their role in retrieving specific information from tables
- Introduction to forms for user-friendly data input
- Understanding reports for presenting and summarizing data

## **Designing Tables**

- Creating tables with appropriate field names and data types
- Setting field properties such as data validation and formatting
- Defining primary keys and unique identifiers
- Establishing relationships between tables for data integrity

## **Creating Queries, Forms and Reports:**

- Designing basic queries to retrieve specific data (Query Wizard)
- Sorting data in ascending or descending order
- Building user-friendly data input forms for data entry
- Customizing form design with labels, text boxes, and buttons
- Generating simple reports to present data in an organized manner
- Customizing report layouts and adding headers/footers

## **Extra Contents for Access**

- How to use prompts to solve your problems.
- Usage of Macros
- Macro to VBA

## **Assessment and Conclusion:**

- Practical assignments and projects to assess your skills in each application
- Final comprehensive project integrating Word, Excel, PowerPoint, and Access knowledge
- Course review, recap, and Q&A session

Congratulations on completing the Microsoft Office Basics Course by KD Jayakody! You now have a solid foundation in using Microsoft Word, Excel, PowerPoint, and Access to boost your productivity and effectively manage various tasks. Keep practicing and exploring to enhance your skills further.

## **Bonus Video Contents**

- How to make a Book using Word – Video Playlist
- Making clock animation and car animation using PowerPoint.
- How to use Excel macros in an efficient way - Video