

Training TOC — Microsoft Excel + Microsoft Word

 **Total Duration → 6 Hours**

✓ Microsoft Excel → 4 Hours 30 Minutes

✓ Microsoft Word → 1 Hour 30 Minutes

PART 1 — MICROSOFT EXCEL (4.5 HOURS)

Hour 1 — Excel Fundamentals & Data Handling

Excel Interface & Navigation

- Workbook, worksheet, cells
- Ribbon and quick access toolbar
- Basic shortcuts

Data Entry & Editing

- AutoFill & Flash Fill
- Find & Replace
- Data validation basics

Formatting Data

- Number formats
- Alignment & text formatting
- Conditional formatting (basic rules)

Tables, Sorting & Filtering

- Convert range to table
- Basic sorting

- Filtering records

✓ Practice: Create structured dataset

🕒 Hour 2 — Formulas & Functions (Most Important)

Formula Concepts

- Relative vs absolute reference

Essential Functions

- SUM, AVERAGE, COUNT, MAX, MIN
- IF function (logical condition)
- Nested IF

Lookup Functions

- XLOOKUP (modern lookup)
- VLOOKUP (basic concept)

Text Functions

- LEFT, RIGHT, MID
- CONCAT / TEXTJOIN
- TRIM

Date Functions

- TODAY, NOW
- DATEDIF
- YEAR, MONTH, DAY

✓ Practice: Billing / salary / patient data calculation

Hour 3 — Data Analysis & Reporting

Advanced Sorting & Filtering

- Multi-level sorting
- Custom filters

Subtotal Feature

- Category-wise totals
- Grouping data

Pivot Tables (Key Business Skill)

- Create pivot table
- Value summarisation
- Filters & slicers

Conditional Formatting Advanced

- Data bars
- Color scales

 Practice: Department revenue summary

30 Minutes — Automation & Professional Excel

Charts

- Column chart
- Pie chart

Data Cleaning


- Remove duplicates
- Text to columns

Macros (Recorded Automation)

- What is macro
- Record and run macro
- Daily report automation example

Protecting Files

- Protect sheet
- Save & share options

 Practice: Automated report generation

PART 2 — MICROSOFT WORD (1.5 HOURS)

 45 Minutes — Word Formatting & Document Design

Word Interface & Document Setup

- Page layout
- Margins & orientation

Text & Paragraph Formatting

- Fonts and styles
- Alignment & spacing
- Bullets and numbering

Insert Features

- Tables
- Pictures
- Header & footer

- Page numbers

Practice: Professional letter / report layout

 **45 Minutes — Advanced Word (Office Productivity)**

Styles & Themes

- Apply and modify styles

Mail Merge (Very Important)

- Letters
- Labels
- Bulk communication

Practice: Mail merge for bulk documents

Learning Outcomes

After 5 hours participants can:

- ✓ Work confidently in Excel
- ✓ Use formulas and functions for calculations
- ✓ Analyse data using pivot tables
- ✓ Automate repetitive work with macros
- ✓ Create professional Word documents
- ✓ Perform mail merge
- ✓ Format reports for corporate use