# OFFICE MANAGEMENT COURSE OUTLINE

## Module 1: Foundations of Office Management

- **1.1 Introduction to Office Management**

  o What is Office Management?

  o Importance of Digital Tools in Office Work

  o Key Roles of an Office Manager: Documentation, Data Organization, and Presentations

- **1.2 Typing Skills**

  o Importance of Typing Speed and Accuracy in Office Work

  o Introduction to Typing Software and Tools

  o Exercises for Improving Typing Speed

  o Common Keyboard Shortcuts to Boost Productivity

- **1.2 Overview of Tools Covered**

  o Microsoft Word: Document Creation

  o Microsoft Excel: Data Management

  o PowerPoint: Professional Presentations

  o InPage Urdu: Publishing and Urdu Typing

- **1.3 Overview of Freelance Opportunities**

  o Understanding the Demand for Office Skills in Freelancing

  o Types of Tasks Done on Freelancing Platforms (Word, Excel, PowerPoint, and InPage)

## Module 2: Microsoft Word – Advanced Document Creation

- **2.1 Understanding the Interface**

- o   File Menu: Save, Print, and Export

- o   Home Tab: Font, Paragraph, and Styles

- o   Insert Tab: Adding Tables, Pictures, Shapes, and Links

- o   Design Tab: Themes, Colors, and Effects

- o   Layout Tab: Margins, Orientation, and Spacing

- **2.2 Document Design and Formatting**

  - o   Creating Professional Headers and Footers

  - o   Inserting Page Numbers, Watermarks, and Borders

  - o   Using Styles for Consistent Formatting

  - o   Creating Lists: Bullets and Numbering

- **2.3 Tabs and Advanced Formatting Tools**

  - o   Using Tabs for Proper Alignment (Left, Center, Right, and Decimal Tabs)

  - o   Setting Up Indents and Line Spacing

  - o   Creating and Modifying Tables of Contents

- **2.4 Mail Merge for Bulk Document Creation**

  - o   Understanding Mail Merge and its Uses

  - o   Creating Letters, Labels, and Envelopes Using Mail Merge

  - o   Connecting to Data Sources (Excel and Access)

- **2.5 Reviewing and Collaboration Tools**

  - o   Track Changes and Comments

  - o   Using the Compare Feature to Review Documents

  - o   Proofing Tools: Spellcheck, Grammar Check, and Thesaurus

  - o   Protecting and Restricting Documents

# Module 3: Microsoft Excel – Data Entry, Organization and Analysis

- **3.1 Excel Interface and Basic Tools**

  - o   Ribbon Overview: File, Home, Insert, and Data Tabs

- o Understanding Rows, Columns, and Cells

- o Working with the Formula Bar and Name Box

- **3.2 Formatting and Organizing Data**

  - o Formatting Numbers, Dates, and Text

  - o Creating and Formatting Tables

  - o Using Conditional Formatting

  - o Working with Data Validation for Input Restrictions

- **3.3 Essential Formulas and Functions**

  - o Basic Math Functions: SUM, AVERAGE, COUNT & Other

  - o Logical Functions: IF, AND, OR & Other Advance Functions

  - o Lookup Functions: VLOOKUP, HLOOKUP, and XLOOKUP

  - o Text Functions: CONCATENATE, LEFT, RIGHT, LEN

  - o Date and Time Functions: TODAY, NOW, DATEDIF

  - o Statistical Functions: SUMIF,COUNTIF AVERAGEIF & Others

  - o Financial Functions: PPT,PPMT,IPMT

- **3.4 Data Visualization**

  - o Creating Charts: Column, Bar, Line, and Pie Charts

  - o Customizing Charts with Labels and Titles

  - o Using Sparklines for Quick Visual Summaries

  - o Creating PivotTables and Pivot Charts for Interactive Data Analysis

- **3.5 Advanced Data Management**

  - o Sorting and Filtering Large Data Sets

  - o Removing Duplicates and Cleaning Data

  - o Splitting and Combining Text Columns with Flash Fill

  - o Real Time Projects

- **3.6 Dashboard Creation**

  - o Designing Interactive Dashboards

- o Using Slicers and Timelines for Easy Navigation

- o Combining Charts, Tables, and Key Metrics

- **3.7 Automating Tasks with Macros**

- o Recording and Running Basic Macros

- o Assigning Macros to Buttons

# Module 4: PowerPoint – Designing Engaging Presentations

- **4.1 PowerPoint Interface and Basics**

- o Ribbon Overview: File, Home, Insert, and Design Tabs

- o Using Slide Layouts and Placeholders

- o Adding and Formatting Text, Images, and Shapes

- **4.2 Slide Design and Themes**

- o Using the Design Tab: Themes, Colors, and Backgrounds

- o Working with Slide Masters for Consistent Design

- o Adding Animations and Transitions

- **4.3 Data and Multimedia Integration**

- o Inserting Charts, Tables, and SmartArt

- o Adding Videos and Audio Files to Slides

- o Setting Up a Slide Show with Timings

- **4.4 Presentation Tips and Techniques**

- o Designing Slides for Maximum Impact

- o Using Visual Hierarchy and Minimal Text

- o Practicing Delivery and Engaging Your Audience

# Module 5: InPage Urdu – Professional Publishing

- **5.1 Getting Started with InPage**

- o Overview of the Interface and Tools

- o Typing and Formatting Urdu Text

- o Working with Text Boxes and Columns

- **5.2 Advanced InPage Features**

  - Adding Images, Borders, and Graphics

  - Page Layout and Margins for Books and Flyers

  - Using Professional Color Schemes

  - Exporting and Printing Documents

# Module 6: Freelancing Opportunities in Office Skills

- Understanding the Demand for Office Tools in the Freelance Market

- Exploring the Types of Freelance Projects for Each Tool:

  - Document Creation and Formatting

  - Data Entry, Analysis, and Visualization

  - Presentation Design for Businesses

  - Urdu Content Creation and Publishing

- Building a Portfolio to Attract Clients

- Tips for Delivering High-Quality Work