



TECH NEXTGEN ACADEMY

MS OFFICE ESSENTIALS

Learn. Practice. Build. Become Workplace-Ready.

Beginner Level | **Practical Classroom Training** | **Project-Based Learning** | **Duration: 3 Months**

MASTER THE ESSENTIAL DIGITAL SKILLS FOR THE MODERN WORKPLACE

Microsoft Office is more than Word, Excel and PowerPoint. At Tech NextGen Academy, you will learn how to use essential productivity tools through guided practice, real-world assignments, and practical projects—so you don't just learn features, you learn how to use them confidently.

Our Goal: From complete beginner to confident digital-office user.

WHO IS THIS COURSE FOR?

- ✓ **School & College Students:** Build digital literacy early
- ✓ **Job Seekers & Freshers:** Boost workplace employability
- ✓ **Office-Work Aspirants:** Master corporate office tools
- ✓ **Prerequisite:** No prior MS Office knowledge required.
- ✓ **Beginners:** No prior technical experience needed
- ✓ **Self-Improvers:** Anyone wanting better digital skills
- ✓ **Professionals:** Strengthen and polish fundamentals

WHAT YOU WILL LEARN (DETAILED CURRICULUM)

01 — COMPUTER & DIGITAL FUNDAMENTALS

Build a strong foundation before entering the world of Office productivity.

- Computer fundamentals, hardware & software basics
- Windows fundamentals, keyboard & mouse skills
- Typing & productivity techniques
- Files, folders, file extensions, copy, move, rename & delete
- Recycle Bin, file searching & organization
- PDF basics, printing fundamentals & essential keyboard shortcuts

02 — MICROSOFT OFFICE FUNDAMENTALS

Understand how the Microsoft Office ecosystem works.

- Introduction to Microsoft Office (Word, Excel & PowerPoint)
- Microsoft 365 vs Desktop Office
- Office interface, Ribbon, Tabs & Quick Access Toolbar
- File / Backstage menu, Create, Open, Save & Close
- Save vs Save As, file formats
- Printing & PDF export workflow

03 — MICROSOFT WORD

Create Professional Documents with Confidence

- **Document Creation:** Text selection, Copy/Cut/Paste, Find & Replace, Undo/Redo
- **Professional Formatting:** Fonts, alignment, line/paragraph spacing, indentation, bullets, numbering, multilevel lists, Format Painter
- **Page Layout:** Margins, page size, orientation, page breaks, headers, footers, page numbering
- **Tables & Visuals:** Creating & formatting tables, cell merging, borders, images, shapes, icons, WordArt, text wrapping

WORD PROJECTS: Professional Resume | Official Application | Business Notice | Academic Assignment | Certificate

04 — MICROSOFT EXCEL

Turn Data Into Useful Information

- **Excel Fundamentals:** Workbook/Worksheet, rows, columns, cells, AutoFill, cell references
- **Formatting:** Number formats, currency, percentage, date, borders, alignment, Format Painter
- **Formulas & Functions:** Arithmetic operators, SUM, AVERAGE, MIN, MAX, COUNT, COUNTA, IF function
- **Data Management:** Sorting, filtering, Find & Replace, remove duplicates
- **Basic Data Validation:** Creating drop-down lists
- **Charts & Graphs:** Column, Bar, Pie, and Line charts

EXCEL PROJECTS:  Student Marksheet |  Monthly Expense Tracker |  Employee Salary Sheet |  Simple Sales Report

05 — MICROSOFT POWERPOINT

Create Presentations That Communicate Clearly

- **Presentation Fundamentals:** Slides, layouts, themes, templates, text formatting
- **Visual Elements:** Images, shapes, icons, SmartArt, tables, charts
- **Design Principles:** Alignment, consistency, visual hierarchy, professional slide structure, avoiding overcrowded slides
- **Effects & Show:** Transitions, basic animations, animation order, slide show controls

POWERPOINT PROJECTS:  Self-Introduction Presentation |  Company Profile |  Product Presentation |  Academic Project Presentation

06 — INTERNET, EMAIL & DIGITAL OFFICE SKILLS

Become More Confident in the Digital Workplace

- **Internet Essentials:** Web browsers, search engines, effective searching, downloading/uploading files, online forms
- **Professional Email & Cloud:** To / CC / BCC, subject lines, attachments, etiquette, OneDrive & Google Drive concepts

07 — REAL-WORLD OFFICE SIMULATION

Don't Just Learn Office. Experience Office Work.

You will complete a simulated workplace assignment where you act as a **Junior Office Assistant**:

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|---|---|
| STEP 01 WORD: Create an official company document. | STEP 04 POWERPOINT: Create a professional company presentation. |
| STEP 02 EXCEL: Prepare an employee salary sheet. | STEP 05 EMAIL: Send the completed documents with attachments. |
| STEP 03 EXCEL: Calculate salary and prepare a report. | STEP 06 FILE MANAGEMENT: Organize all project files professionally. |

 **FINAL OUTPUT:** A complete Digital Office Project Portfolio demonstrating your practical skills.

LEARNING METHOD & JOURNEY

TECH NEXTGEN LEARNING METHODOLOGY:

01 CONCEPT Understand	02 DEMO Learn	03 PRACTICE Solve	04 BUILD Create	05 ASSESS Demonstrate	06 CERTIFY Earn
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FOUNDATION → PRODUCTIVITY → DATA → PRESENTATION → COMMUNICATION → SIMULATION → ACHIEVEMENT

WHAT YOU WILL BE ABLE TO DO

- ✓ Create professional Word documents, resumes & reports
- ✓ Create and format Excel spreadsheets
- ✓ Perform calculations using formulas & functions
- ✓ Organize, sort, filter data & create charts
- ✓ Design professional PowerPoint presentations
- ✓ Manage files, folders & cloud storage (OneDrive/Drive)
- ✓ Send professional emails with attachments
- ✓ Convert documents to PDF & handle office tasks

ASSESSMENT & CERTIFICATION

Your progress is evaluated through:

Assignments → Practical Tests → Projects → Final Assessment → Viva

Score	Grade
90–100%	A+
80–89%	A
70–79%	B+
60–69%	B
Below 60%	Needs Improvement

 **TECH NEXTGEN ACADEMY**
Course Completion Certificate

WHY TECH NEXTGEN ACADEMY?

NOT JUST CLASSES. A COMPLETE LEARNING EXPERIENCE.

-  **Practical Learning:** Learn by actually performing tasks.
-  **Project-Based Training:** Build practical work instead of memorizing features.
-  **Instructor-Led Guidance:** Learn through structured demonstrations and practice.
-  **Continuous Assessment:** Track your progress throughout the course.
-  **Workplace Simulation:** Experience real-world office workflows.
-  **Portfolio-Oriented Learning:** Create work that demonstrates your abilities.
-  **Recognized Certification:** Receive a certificate based on assessed performance.

NEXT LEVEL — What's Next?

After completing MS Office Essentials, continue your journey with **MS Office Professional & Business Productivity:**

• **Advanced Excel** • **Advanced Word** • **Power Query** • **Data Analysis** • **Interactive Dashboards** • **Business Reporting**

Build your skills. Then build your career.

YOUR NEXT STEP

START WITH THE FUNDAMENTALS. BUILD THE SKILLS. CREATE YOUR FUTURE.

TECH NEXTGEN ACADEMY — Learn Today. Lead Tomorrow.

Admissions Open | Limited Seats

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