

FULL CURRICULUM • 2026

MS Office Expert

Word, Excel and PowerPoint — the skills every employer expects.

Every module, every lesson — the complete syllabus, end to end.

8

MODULES

43

LESSONS

3

MONTHS

₹4,400

FULL PROGRAMME

What this course covers

1

Level 1 • Beginner

MS Word — Essentials • MS Word — Advanced

1 month • 2 modules • 14 lessons • ₹1,300

2

Level 2 • Intermediate

MS Excel — Essentials • MS Excel — Formulas & Functions • MS Excel — Data & Analysis

1 month • 3 modules • 16 lessons • ₹1,500

3

Level 3 • Advanced

MS PowerPoint — Essentials • MS PowerPoint — Advanced • Productivity & Integration

1 month • 3 modules • 13 lessons • ₹1,600

The whole journey

This is the complete syllabus for MS Office Expert — 8 modules and 43 lessons, in the order you will learn them. The level markers show how far each stage carries you, but the curriculum runs as one continuous path from the first lesson to the last.

1

LEVEL 1

Beginner

MS Word — Essentials · MS Word — Advanced

1 month · 2 modules · 14 lessons · ₹1,300



1. MS Word — Essentials

5 lessons

- The Word interface and ribbon
- Creating, saving and opening documents
- Text and paragraph formatting
- Bullets, numbering and lists
- Styles and themes



2. MS Word — Advanced

9 lessons

- Tables — design and layout
- Images, shapes, SmartArt and charts
- Page layout, sections and columns
- Headers, footers and page numbers
- Table of contents and references
- Mail Merge
- Track Changes, comments and review
- Templates and protection
- Printing and PDF export

2

LEVEL 2

Intermediate

MS Excel — Essentials · MS Excel — Formulas & Functions · MS Excel — Data & Analysis

1 month · 3 modules · 16 lessons · ₹1,500



3. MS Excel — Essentials

5 lessons

- The Excel interface and workbook structure
- Entering, editing and formatting data
- Number formats and cell styles
- Basic formulas — SUM, AVERAGE, COUNT, MIN, MAX
- Relative and absolute references



4. MS Excel — Formulas & Functions

5 lessons

- Logical functions — IF, nested IF, AND, OR
- Text functions
- Lookup — VLOOKUP, HLOOKUP, INDEX-MATCH, XLOOKUP
- Date and time functions
- Error handling — IFERROR

5. MS Excel — Data & Analysis

6 lessons

- Sorting and filtering
- Conditional formatting
- Data validation
- Pivot tables and pivot charts
- Charts and sparklines
- What-if analysis — Goal Seek

3

LEVEL 3

Advanced

MS PowerPoint — Essentials · MS PowerPoint — Advanced · Productivity & Integration

1 month · 3 modules · 13 lessons · ₹1,600

6. MS PowerPoint — Essentials

4 lessons

- The PowerPoint interface
- Slide layouts and design themes
- Text, images and media
- Tables, charts and SmartArt

7. MS PowerPoint — Advanced

4 lessons

- Slide master and custom templates
- Animations and transitions
- Speaker notes and rehearse timings
- Delivering and exporting a presentation

8. Productivity & Integration

5 lessons

- Keyboard shortcuts across Office
- Linking Excel data into Word and PowerPoint
- Introduction to macros
- Collaboration and cloud saving
- Printing and sharing

Certificates & what comes next

You receive a certificate at the end of every level you finish. Join for a single level or the full programme — the choice is yours. Learners who stand out may be invited to work on live client projects as interns; these places are merit-based, limited, and depend on projects being available.