



In this course, you will learn to reduce your workload, streamline grading and lesson planning, and share resources with students and other teachers with Microsoft Office.

Students will learn how to use Word's templates to create lessons and worksheets more efficiently, use Track Changes to digitally grade papers, build gradebooks in Excel, give presentations from PowerPoint, collaborate over SkyDrive, and connect using Outlook.



# MS Office for Teachers

**July 17-21, 2017 (Mon to Fri)**

**3:00 pm to 6:00 pm**

**@IBA City Campus**

**PKR 10,000/- (inclusive of training material & certificate)**

# Course Outline

## Module 01: Overview of Office for Educators

- Exploring Office versions
- Using Office educator
- Using Office desktop online applications

## Module 02: Using Word: Lesson Plan Templates

- Creating lesson plan templates
- Adding form field placeholders

## Module 03: Using Word: Worksheets and Handouts

- Formatting headers footers
- Using AutoText
- Writing math equations
- Using charts graphs

## Module 04: Using Word: Efficient Grading

- Using tables create rubrics
- Grading papers Track Changes Comments
- Creating grade reports mail merge
- Challenge Create worksheet template dropdown menu
- Solution Create worksheet template dropdown menu

## Module 05: Using Excel

- Creating gradebook
- Understanding cells
- Creating gradebook layout
- Creating dropdown list assignment types
- Writing grade calculation functions
- Using conditional formats
- Setting print area
- Adding headers footers
- Adding list sorting
- Freezing frames cleaning up
- Replicating sheets
- Challenge Write conditional format
- Solution Write conditional format



## Module 06: Using PowerPoint

- Creating PowerPoint presentation
- Selecting modifying templates
- Enhancing student engagement animations
- Utilizing transitions
- Adding graphs charts
- Adding configuring media
- Creating handouts posters
- Configuring presentation settings
- Challenge Fade transitions simulate animated graph elements
- Solution Fade transitions simulate animated graph elements

## Module 07: Recording PowerPoint presentations

- Installing plugin
- Recording your presentation
- Adding video

## Module 08: Using Outlook

- Adding school email account syncing remote calendar
- Setting up email accounts
- Creating calendars class
- Contact notes groups
- Challenge Adding online calendar
- Solution Adding online calendar

## Module 09: Using OneDrive

- Creating centralized file storage
- Collaborating with other educators

## Module 10: Using OneNote

- Notes in the cloud
- few OneNote's classroom ideas
- Teaching students career skill

## Module 11: Office Online

- Accessing & Creating documents in the cloud

## **Trainer's Profile:**

**Tahir Ali** have been involved in corporate training since 2010 and delivered training sessions on MS Office, Advanced Excel & Dashboard reporting on MS Office versions 2003/2007/2010/2013 & hundreds of individuals, professionals and corporate executive have gone through trainings sessions from all areas of life including multinationals, local companies, financial institutions & educational institutions in Pakistan.

**Tahir Ali** is associated with IBA Center for Executive Education imparting training related to MS Excel i.e. Dashboard reporting, Power Pivot & Power Query, etc.. He has also conducting training on Data Analysis through MS Excel for school heads of AKESP in IBA & Computer Applications for Thari Engineers of Sindh Engro Coal Mining Company.

### **Certifications:**

Microsoft Office Specialist Master

Microsoft Office Specialist Expert (Excel 2013)

Microsoft Office Specialist (Word 2013)

Microsoft Office Specialist (PowerPoint 2013)



<http://summerschool.iba.edu.pk> | Email: [sschool@iba.edu.pk](mailto:sschool@iba.edu.pk)

Tel: +92-21-38104700-01 | Ext: 1801, 1811, & 1541