



DTA-OMT-101

# Advanced Office Package

# Program Information



**Nature of the Course**  
Theory + Practical



**Total Hours per Day**  
2 hours



**Course Duration**  
8 Weeks

## Course Summary

This course provides a comprehensive introduction to the fundamental concepts and techniques of video editing. It is designed for beginners and those looking to enhance their video editing skills for personal or professional use. Through hands-on practice and guided tutorials, participants will learn the DTC Advanced office package course is designed for those who want to learn

how to:

- Create professional reports, interactive forms in Microsoft Word.
- Master advanced formatting, collaboration tools, and automation in Microsoft Word.
- Dive into complex formulas, data analysis tools in Microsoft Excel.
- Explore slide master customization, advanced animations, and multimedia integration in Microsoft PowerPoint

The Advanced Office Package course by DTC is designed for those with basic computer knowledge who want to gain comprehensive skills in Microsoft Excel, PowerPoint, and Word. This comprehensive program covers advanced word processing, spreadsheet management, presentation design, database management, email and calendar management, and collaboration tools. This integrated course is ideal for high school and university students, professionals, and anyone seeking to enhance their productivity and efficiency in using these essential office tools. o use popular video editing software, understand the basics of video production, and develop the skills necessary to create polished and engaging videos.

## Completion Criteria

After fulfilling all of the following criteria, the student will be deemed to have finished the Module:

- Has attended 90% of all classes held
- Has received an average grade of 80% on all assignments
- Has received an average of 60% in assessments
- The tutor believes the student has grasped all of the concepts and is ready to go on to the second module.

## Required Textbooks

There is no required textbooks for this course.

## Prerequisites

There is no prior educational level requirement for this course.

# Course Details

## Beginners: Level 1 – MS Word



### Week 1

#### Lesson 1

### Getting Started with Word

- Identify the Components of the Word Interface
  - Create a Word Document
  - Help
- 

#### Lesson 2

### Editing a Documents

- Modify Text
  - Find and Replace Text
- 

#### Lesson 3

### Formatting Text and Paragraphs

- Apply Character Formatting
  - Align Text Using Tabs
  - Display Text as List Items
  - Control Paragraph Layout
  - Apply Borders and Shading
  - Apply Styles
  - Manage Formatting
- 

#### Lesson 4

### Adding Table and Managing Lists

- Table
  - Modify a Table
  - Format a Table
  - Convert Text to a Table
  - Sort a List
  - Renumber a List
  - Customize a List
-



## Week 1

### Lesson 5

## Inserting Graphics Objects and Controlling Page Appearance

- Insert Symbols and Special Characters
  - Add Images to a Document
  - Apply a Page Border and Color
  - Add a Watermark
  - Add Headers and Footers
  - Control Page Layout
  - Check Spelling and Grammar
  - Other Proofing Tools
- 

## Intermediate: Level 2



## Week 2

### Lesson 1

## Working with Tables and Charts

- Sort Table Data
  - Control Cell Layout
  - Perform Calculations in a Table
  - Create a Chart
- 

### Lesson 2

## Customizing Formats Using Styles and Themes

- Find and Select Text
  - Modify Text
  - Find and Replace Text
- 

### Lesson 3

## Using Images in a Document

- Resize an Image
  - Adjust Image Appearance
  - Integrate Pictures and Text
  - Insert and Format Screenshots
-



## Week 2

### Lesson 4

## Creating Custom Graphics Elements

- Create Text Boxes and Pull Quotes
  - Draw Shapes
  - Add WordArt and Other
  - Text Effects
- 

### Lesson 5

## Controlling Text Flow and Using Templates

- Control Paragraph Flow
  - Insert Section Breaks
  - Insert Columns
  - Link Text Boxes to Control Text Flow
  - Create a Document Using a Template
  - Create a Template
- 

### Lesson 6

## Using Mail Merge

- The Mail Merge Features
  - Merge Envelopes and Labels
  - Create a Data Source Using Word
- 

### Lesson 5

## Audio Basics and Enhancement

- Audio levels, balance, and equalization
  - Enhancing voice clarity: using EQ and compression
-

# Advanced: Level 3



## Week 3

### Lesson 1

## Collaborating on Documents

- Modify User Information
  - Share a Document
  - Compare Document Changes
  - Review a Document
  - Merge Document Changes
  - Review Tracked Changes
- 

### Lesson 2

## Adding Reference Marks and Notes

- Add Captions
  - Add Cross-References
  - Add Bookmarks
  - Add Hyperlinks
  - Insert Footnotes and Endnotes
- 

### Lesson 3

## Simplifying and Managing Long Documents

- Insert Blank and Cover Pages
  - Insert an Index
  - Insert a Table of Contents
  - Insert an Ancillary Table
  - Manage Outlines
  - Create a Master Document
- 

### Lesson 4

## Securing a Documents

- Suppress Information
  - Set Formatting and Editing Restrictions
  - Add a Digital Signature to a Document
  - Restrict Document Access
  - Create Form
  - Create Forms
  - Manipulate Forms
-

# Beginners: Level 1–Ms–Powerpoint



## Week 4

### Lesson 1

## Getting Started with Powerpoint

- Identify Elements of the User Interface
  - View a Presentation
  - Save a Presentation
  - Use Microsoft PowerPoint Help
- 

### Lesson 2

## Creating a Basic Presentation and Formatting Text on Slides

- Find and Select Text
  - Modify Text
  - Find and Replace Text
  - Insert, Delete, and Adjust Cells, Columns, and Rows
  - Search for and Replace Data
  - Insert Comment
- 

### Lesson 3

## Adding Graphical Objects to a Presentation

- Insert Images into a Presentation
  - Add Video
  - Add Shapes
- 

### Lesson 4

## Modifying Graphical Objects in Presentations

- Edit Graphical Objects on a Slide
  - Format Graphical Objects on a Slide
  - Group Graphical Objects on a Slide
  - Animation of clip art picture
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## Week 4

### Lesson 5

## Working With Tables and Charts

- Insert a Table
  - Format Tables
  - Insert Charts
  - Modify a Chart
  - Add Transitions
- 

### Lesson 6

## Customizing a Design Template and Adding Buttons

- Set Up a Slide Master
  - Create Custom Slide Layouts
  - Add Headers and Footers
  - Use Slides with button
  - Hyperlink on button
- 

## Intermediate: Level 2



## Week 5

### Lesson 1

## Getting Started with Outlook

- Navigate the Outlook Interface
  - Perform Basic Email function
- 

### Lesson 2

## Composing MessagesCreate Charts

- Create Mail
  - Attach Files and Items
  - Enhance an Email Message
  - Manage Automatic Message Content
-





## Week 5

### Lesson 3

## Managing Your Calendar and Managing Your Contacts

- View the Calendar
  - Manage Appointment
  - Print Your Calendar
  - Create and Update Contacts
  - View and Organize Contacts
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## Beginners: Level 1–Ms–Excel



## Week 6

### Lesson 1

## Getting Started with Excel

- Navigate the Excel User Interface
  - Use Excel Commands
  - Create and Save a Basic Workbook
  - Enter Cell Data
  - Use Excel Help
- 

### Lesson 2

## Performing Calculations and Modify a Worksheet

- Find and Select Text
  - Modify Text
  - Find and Replace Text
  - Insert, Delete, and Adjust Cells, Columns, and Rows
  - Search for and Replace Data
  - Insert Comment
- 

### Lesson 3

## Formatting a worksheet and Printing Workbook

- Modify Fonts
  - Add Borders and Colors to Worksheets
  - Apply Number Formats
  - Align Cell Contents
  - Apply Styles and Themes
  - Apply Basic Conditional Formatting
  - Create and Use Templates
  - Preview and Print a Workbook
  - Define the Page Layout
-



## Week 6

### Lesson 4

## Basic Math and Statistics

- Utilize basic mathematics including add, sub,multiplication and division in Excel.
  - Learn basic math function including SUM,ROUND,SUBTOTAL
  - Learn basic statistical function including COUNT, AVERAGE, MAX, MIN, MODE
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### Lesson 5

## Logic Function

- Learn to build standalone logical IF function and make them
  - More complex by nesting AND or OR within them
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### Lesson 6

## Understanding Dates

- Understand how dates works in Excel using the
  - TODAY,YEAR, MONTH, DAY and DATE function
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## Intermediate: Level 2



## Week 7

### Lesson 1

## Optimizing Data

- Sorting or Filtering
  - Naming Ranges
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### Lesson 2

## Visualizing Data With Basic Charts

- Create Charts
  - Modify and format Charts
  - Analyzing Data with Pivot Tables, Slicers and Pivot Charts
  - Resize an Image
  - Create a PivotTable
  - Analyze Pivot Table Data to Present Data with Pivot Charts
  - Filter Data by Using Slicers
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## Week 7

### Lesson 3

## Goal Seek And Solver

- What-if Analysis Using Goal Seek
  - Using Solver to complete A What-if
  - Adding Constraints to Solver
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### Lesson 4

## Macro And Conditional Format With Custom Rules

- Apply Data Validation
  - Work with form and Controls
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### Lesson 5

## Custom View And Scenarios

- Add Quick Access to Custom View
  - Editing and Deleting Custom View
  - Setting up A Set of Scenarios
  - Displaying and Editing Different Scenarios
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## Advanced: Level 3



## Week 8

### Lesson 1

## Performing Data Lookups

- VLOOKUP: Syntax and Usage
  - Using A Near Match in the Lookup
  - Managing the Lookup Table
  - Dealing with Missing Data in A Lookup
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### Lesson 2

## Automating Workbook Functionality

- Apply Data Validation
  - Work with form and Controls
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## Lesson 3

# Working with Multiple Worksheets and Workbooks Simultaneously

- Use Links and External References
  - Consolidate Data
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## Labs

Lab assignments will focus on the practice and mastery of contents covered in the lectures, and introduce critical and fundamental problem solving techniques to the students.

## Learning Outcomes

- Utilize collaboration tools effectively, including track changes, comments, and version control.
- Utilize conditional formatting and data validation to manage data integrity and presentation.
- Customize slide masters and layouts to create visually cohesive presentations.



Sifal, Kathmandu, Nepal  
Phone: +977 - 01 - 5913021 | 4567153  
Mobile: +977 - 9765355167 | 9860422021  
Email: [training@deerwalkcompware.com](mailto:training@deerwalkcompware.com)  
Website: [deerwalktrainingcenter.com](http://deerwalktrainingcenter.com)