

MS Office

Program Overview:

This 3-day workshop is designed 3 hours (*split in 3 days 1 hour per day*) to introduce children aged 8 to 13 to the Microsoft Office suite, empowering them with essential productivity and collaboration skills. Participants will explore various Office applications, learn how to create and format documents, spreadsheets, and presentations, and develop the ability to effectively communicate and share information digitally.

Objectives:

- Familiarize participants with the key Microsoft Office applications (Word, Excel, PowerPoint).
- Teach participants how to create, format, and organize various types of digital content.
- Develop skills in effective communication, collaboration, and digital presentation.
- Encourage the practical application of Microsoft Office skills in academic and personal contexts.

Target Audience:

Kids from 8 to 13 years old

Prerequisites: Basic English and no prior experience are necessary.

Duration:

3 hours

Programme

Modules
Day 1 (1hour)
<ul style="list-style-type: none"> • Navigating the Word interface and understanding the basic tools • Formatting text, paragraphs, and pages • Inserting and manipulating images, tables, and other objects
Day 2 (1 hour)
<ul style="list-style-type: none"> • Exploring the Excel interface and understanding cell-based data • Performing basic calculations and using common functions • Creating and formatting spreadsheets for data organization and analysis
Day 3 (1 hour)
<ul style="list-style-type: none"> • Navigating the PowerPoint interface and understanding slide design • Inserting and formatting text, images, and multimedia elements • Developing effective presentation slides and techniques • Combining Office tools to create comprehensive digital projects • Participants create a final project showcasing their Office skills • Presenting and sharing their projects with the group