

# Microsoft Office for Kids – Full Edition (2-Month Course)

**Age Group:** 8–16 Years

**Duration:** 8 Weeks | 2 Classes per Week

**Mode:** Online (Live & Interactive class on Zoom)

**Offered by:** AVEX (A Project of Avastus Automation)

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## Course Goals

By the end of the course, kids will:

- Master the **Microsoft Word, PowerPoint, and Excel**
  - Gain confidence in typing, formatting, design, and simple math
  - Complete **weekly projects** to apply skills
  - Learn how to combine apps for smarter digital tasks
  - Present their final project on **Presentation Day**
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## Course Contents:

- Introduction to Microsoft Office & its Uses
- Microsoft Word: Typing, Formatting, Inserting Pictures & Tables, Page layouts, headers/footers, bullet lists, and templates
- Microsoft PowerPoint: Creating Slides, Adding Images & Animations, Slide transitions, video/audio, design ideas
- Microsoft Excel: Introduction to Data, Simple Tables & Charts, Formulas, sorting/filtering, designing interactive tables
- Creative Projects
- Final Showcase & Certificate

-----Best of Luck-----