

Microsoft Office for Kids – Junior Edition (1-Month Course)

Age Group: 8–16 Years

Duration: 4 Weeks | 2 Classes per Week

Mode: Online (Live & Interactive class on Zoom)

Offered by: AVEX (A Project of Avastus Automation)

Course Goals

By the end of the course, kids will:

- Master the **Microsoft Word, PowerPoint**
 - Gain confidence in typing, formatting, design, and simple math
 - Complete **weekly projects** to apply skills
 - 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
- Creative Projects
- Final Showcase & Certificate

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