## January 2016 Session Schedule

<table>
<thead>
<tr>
<th>COURSE NAME</th>
<th>EST. HOURS</th>
<th>WEEK</th>
<th>TARGET DATE FOR COMPLETION</th>
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<tbody>
<tr>
<td>VET201: Microsoft Office Fundamentals</td>
<td>48.00</td>
<td>3 Weeks</td>
<td>8-Feb</td>
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### Topic 1: Microsoft Word Foundations

1. **1.1 SS Course: Performing Basic Tasks in Word 2013**
   - 1.00 Week 1 | 25-Jan

2. **1.2 SS Course: Editing and Formatting in Word 2013**
   - 1.00 Week 1 | 25-Jan

3. **1.3 SS Course: Structuring a Document in Word 2013**
   - 1.00 Week 1 | 25-Jan

4. **1.4 SS Course: Adding Lists and Objects in Word 2013**
   - 0.50 Week 1 | 25-Jan

5. **1.5 SS Course: Using Tables in Word 2013**
   - 0.50 Week 1 | 25-Jan

6. **1.6 SS Course: Advanced Formatting in Word 2013**
   - 1.00 Week 1 | 25-Jan

7. **1.7 SS Course: Customizing Document Layout in Word 2013**
   - 1.00 Week 1 | 25-Jan

8. **1.8 SS Course: Advanced Table Customization in Word 2013**
   - 1.00 Week 1 | 25-Jan

9. **1.9 SS Course: Inserting and Formatting Graphics in Word 2013**
   - 1.00 Week 1 | 25-Jan

10. **1.10 SS Course: Navigating and Reviewing Documents in Word 2013**
    - 1.00 Week 1 | 25-Jan

11. **1.11 SS Course: Reference Tools and Mail Merge in Word 2013**
    - 1.00 Week 1 | 25-Jan

12. **1.12 SS Course: Adjusting Document Views and Customizing the Appearance of Word 2013**
    - 1.00 Week 1 | 25-Jan

13. **1.13 SS Course: Sharing and Collaboration in Word 2013**
    - 1.00 Week 1 | 25-Jan

### Topic 2: Microsoft Excel Foundations

1. **2.1 SS Course: Creating Workbooks, Worksheets, and Data in Excel 2013**
   - 1.00 Week 1 | 25-Jan

2. **2.2 SS Course: Saving and Printing Data in Excel 2013**
   - 1.00 Week 1 | 25-Jan

3. **2.3 SS Course: Formatting Cells and Worksheets in Excel 2013**
   - 1.00 Week 1 | 25-Jan

4. **2.4 SS Course: Formatting Data in Excel 2013**
   - 1.00 Week 1 | 25-Jan

5. **2.5 SS Course: Presenting Data Using Conditional Formatting and Sparklines in Excel 2013**
   - 1.00 Week 1 | 25-Jan

6. **2.6 SS Course: Performing Calculations Using Functions in Excel 2013**
   - 1.00 Week 1 | 25-Jan

7. **2.7 SS Course: Presenting Data in Tables and Charts in Excel 2013**
   - 1.00 Week 1 | 25-Jan

8. **2.8 SS Course: Creating and Customizing Visual Elements in Excel 2013**
   - 1.00 Week 1 | 25-Jan

9. **2.9 SS Course: Customizing Options and Views in Excel 2013**
   - 1.00 Week 2 | 1-Feb

10. **2.10 SS Course: Manipulating Data in Excel 2013**
    - 1.00 Week 2 | 1-Feb

11. **2.11 SS Course: Data Search, Data Validation, and Macros in Excel 2013**
    - 1.50 Week 2 | 1-Feb

12. **2.12 SS Course: Sharing and Linking Data and Adding Office Apps to Excel 2013**
    - 0.50 Week 2 | 1-Feb

13. **2.13 SS Course: Advanced Formulas and Functions in Excel 2013**
    - 1.00 Week 2 | 1-Feb

14. **2.14 SS Course: Reviewing and Protecting Content in Excel 2013**
    - 1.00 Week 2 | 1-Feb

15. **2.15 SS Course: Advanced Formats and Layouts in Excel 2013**
    - 1.00 Week 2 | 1-Feb

16. **2.16 SS Course: Using Financial Functions and What-If Analysis in Excel 2013**
    - 1.00 Week 2 | 1-Feb

17. **2.17 SS Course: Creating PivotTables, PivotCharts, and Advanced Charts in Excel 2013**
    - 1.00 Week 2 | 1-Feb

### Topic 3: Microsoft PowerPoint Fundamentals

1. **3.1 SS Course: Creating Presentations in PowerPoint 2013**
   - 1.00 Week 2 | 1-Feb

2. **3.2 SS Course: Enhancing PowerPoint 2013 Presentations**
   - 1.00 Week 2 | 1-Feb

3. **3.3 SS Course: Animations and Media in PowerPoint 2013**
   - 1.00 Week 2 | 1-Feb

4. **3.4 SS Course: Finalizing a PowerPoint 2013 Presentation**
   - 1.00 Week 2 | 1-Feb

5. **3.5 SS Course: Advanced Slide Show Tools in PowerPoint 2013**
   - 1.00 Week 2 | 1-Feb

6. **3.6 SS Course: Sharing, Printing, Protecting, and Delivering Presentations in PowerPoint 2013**
   - 1.50 Week 2 | 1-Feb

### Topic 4: Microsoft Outlook Fundamentals

1. **4.1 SS Course: Working with Email in Outlook 2013**
   - 1.00 Week 2 | 1-Feb

2. **4.2 SS Course: Managing Email in Outlook 2013**
   - 1.00 Week 2 | 1-Feb

3. **4.3 SS Course: Working With Contacts in Outlook 2013**
   - 1.00 Week 2 | 1-Feb

4. **4.4 SS Course: Scheduling With Appointments, Events, and Tasks in Outlook 2013**
   - 1.00 Week 2 | 1-Feb

5. **4.5 SS Course: Working with Meetings in Outlook 2013**
   - 1.00 Week 3 | 8-Feb

6. **4.6 SS Course: Formatting Email and Configuring Message Options in Outlook 2013**
   - 1.00 Week 3 | 8-Feb

7. **4.7 SS Course: Management and Customization in Outlook 2013**
   - 1.00 Week 3 | 8-Feb

8. **4.8 SS Course: Mail Automation, Cleanup, and Storage in Outlook 2013**
   - 1.00 Week 3 | 8-Feb

9. **4.9 SS Course: Collaboration and Customization with the Calendar, Contacts, and Tasks in Outlook 2013**
    - 1.00 Week 3 | 8-Feb

### Topic 5: Microsoft Office 365 Fundamentals

1. **5.1 SS Course: Working with Online Files and Calendars**
   - 0.50 Week 3 | 8-Feb

2. **5.2 SS Course: Sharing and Office on Demand**
   - 0.50 Week 3 | 8-Feb