Contents

12-Day Microsoft Office & Typing Master Study Plan

This plan is designed for 12 days, with 2 hours of study each day. You will focus on improving your typing speed and learning key Microsoft Office tools: Word, Excel, and PowerPoint.

Day 1: Typing Basics + MS Office Overview

- Typing Master (1 hr): Learn the home row keys (ASDF JKL;) and correct finger placement.
- MS Office (1 hr): Overview of Microsoft Word, Excel, and PowerPoint and their basic uses.

Day 2: Typing Practice + MS Word Basics

- Typing Master (1 hr): Practice common words, focusing on accuracy.
- MS Word (1 hr): Formatting text, alignment, bullets, and numbering.

Day 3: Typing Practice + MS Word Advanced

- Typing Master (1 hr): Type full sentences and paragraphs, reduce errors.
- MS Word (1 hr): Use of tables, headers/footers, page numbers, and document management.

Day 4: Typing Practice + MS Excel Basics

- Typing Master (1 hr): Timed typing drills
- MS Excel (1 hr): Learn about cells, rows/columns, basic formulas (SUM, AVERAGE).

Day 5: Typing Practice + Excel Formatting

- Typing Master (1 hr): Practice with longer texts.
- MS Excel (1 hr): Formatting cells, adding charts, and creating data tables.

Day 6: Typing Practice + Excel Practice

- Typing Master (1 hr): Error correction drills.
- MS Excel (1 hr): Create a mini project like a budget or grade sheet.

Day 7: Typing Practice + PowerPoint Basics

- Typing Master (1 hr): Type from articles or blogs.
- PowerPoint (1 hr): Create slides, add text, and navigate between slides.

Day 8: Typing Practice + PowerPoint Design

- Typing Master (1 hr): Focus on typing fast and accurately.
- PowerPoint (1 hr): Add transitions, animations, images, and videos.

Day 9: Final Typing Test + MS Office Review

- Typing Master (1 hr): Take a final test to measure speed and accuracy.
- MS Office (1 hr): Review and practice skills from Word, Excel, and PowerPoint.

Day 10: MS Word Project

- MS Word (2 hrs): Create a CV, report, or formal letter using formatting, tables, and bullet points.

Day 11: MS Excel Project

- MS Excel (2 hrs): Build a monthly budget or marksheet with formulas and charts.

Day 12: MS PowerPoint Project

- PowerPoint (2 hrs): Create a 5-slide presentation with text, images, and effects.

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