

## Module 1: Introduction to Excel

- What is Excel? (Simple explanation)
  - Uses of Excel in real life (e.g., keeping scores, pocket money tracking)
  - Opening Excel and exploring the interface
    - Cells, rows, columns, and sheets
    - Ribbon & tabs (Home, Insert, etc.)
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## Module 2: Working with Cells

- Entering and editing data
  - Selecting, copying, and pasting cells
  - Auto-fill and dragging
  - Formatting text (font, size, color, bold/italic)
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## Module 3: Simple Calculations

- Introduction to formulas
    - =, +, -, \*, /
  - Examples:
    - Adding student test scores
    - Pocket money budgeting
  - Using **AutoSum**
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## Module 4: Organizing Data

- Sorting (A-Z, Z-A)
- Basic filtering (secondary students)
- Merging cells
- Adjusting column width and row height

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## **Module 5: Charts and Visuals**

- Why we use charts
- Creating basic charts:
  - Bar chart for student scores
  - Pie chart for class votes or favorite snacks
- Formatting charts (titles, colors, legends)

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## **Module 6: Fun Excel Projects**

- Create a personal schedule
- Simple class attendance sheet

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## **Module 7: Safe & Smart Use**

- Saving and naming files
- Keyboard shortcuts (Ctrl + S, Ctrl + Z)
- Protecting your work (basic intro to file security)