



Introduction (10 minutes)

Read the introduction to the topic and answer the following questions:

1. What is the purpose of using Microsoft Office tools to manage tasks and time?

2. What are the three main Microsoft Office tools used in this worksheet?

Understanding Microsoft Office Tools (15 minutes)

Read the section on understanding Microsoft Office tools and complete the following tasks:

1. Match the Microsoft Office tool with its description:

Tool	Description
Excel	_____
Outlook	_____
Word	_____

Creating a Schedule in Excel (20 minutes)

Follow the steps to create a schedule in Excel and answer the following questions:

1. What are the steps to create a schedule in Excel?

2. How do you use formulas to calculate the total time spent on each task?

Group Task:

Create a schedule in Excel for a typical school day. Include columns for tasks, start times, and end times.

Task	Start Time	End Time
_____	_____	_____
_____	_____	_____

Setting Reminders in Outlook (15 minutes)

Follow the steps to set reminders in Outlook and answer the following questions:

1. What are the steps to set a reminder in Outlook?

2. How do you choose the reminder time and type?

Task Management in Word (20 minutes)

Follow the steps to manage tasks in Word and answer the following questions:

1. What are the steps to create a to-do list in Word?

2. How do you use headings and subheadings to organize tasks?

Group Task:

Create a to-do list in Word for a upcoming project. Include headings and subheadings to organize tasks.

[Space for to-do list]

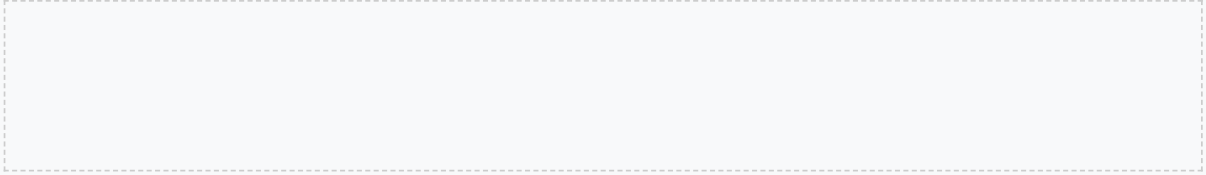
Collaboration and Sharing (15 minutes)

Read the section on collaboration and sharing and answer the following questions:

1. What are the steps to share a file in Excel?

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2. How do you choose the sharing option and enter the recipient's email address?



Advanced Features (20 minutes)

Read the section on advanced features and answer the following questions:

1. What is conditional formatting in Excel?

2. How do you use recurring events in Outlook?

Group Task:

Use conditional formatting in Excel to highlight tasks that are due soon.

Task	Due Date
_____	_____
_____	_____

Conclusion (10 minutes)

Read the conclusion and answer the following questions:

1. What is the main purpose of using Microsoft Office tools to manage tasks and time?

2. What are the key takeaways from this worksheet?

Activities and Questions (20 minutes)

Answer the following questions:

1. What is the purpose of using Microsoft Office tools to manage tasks and time?

2. How do you create a schedule in Excel?

3. What is the difference between a task and an event in Outlook?

4. How do you set a reminder in Outlook?

5. What is the purpose of using headings and subheadings in Word to organize tasks?

Answer Key (10 minutes)

Check your answers with the answer key:

1. The purpose of using Microsoft Office tools to manage tasks and time is to increase productivity and efficiency.
2. To create a schedule in Excel, open a new spreadsheet, set up a table with columns for tasks, start times, and end times, and input your tasks and schedule.
3. A task is a to-do item, while an event is a scheduled appointment or meeting.
4. To set a reminder in Outlook, create a new event or appointment, and set a reminder for the event or appointment.

5. The purpose of using headings and subheadings in Word to organize tasks is to make it easier to read and understand the tasks.

