

Sample Note: This roadmap was created for flexibility so field trainers could adjust timing without losing required concepts and lesson content.

Office New Hire Roadmap-Full course-40 hours					
Module Title	Lesson Title	Module Time	Lesson Time	Breaks, Lunch	Total Course
Total Time		33	28	7.5	41
Office Setup		450			
	General Installation Troubleshooting		180		
	Troubleshooting Office Setup Issues		180		
Office Word		330			
	Describe common Word function		60		
	Microsoft Word has stopped working		75		
	Find and Start Word in Windows 8 and Windows RT		45		
	Working with lost or damaged documents in Word		90		
Office Excel		315			
	Excel has stopped working		30		
	Find and Start Excel in Windows 8 and Windows RT		30		
	Error: Problem sending the command to the program		15		
	Working with errors in formulas		180		
Office Outlook		420			
	Microsoft Outlook has stopped working		60		
	Import Outlook items from an Outlook Data file (.pst)		30		
	How to troubleshoot Outlook when you cannot send or receive mail		30		
	Get Help when messages won't send		15		
	Error sending/receiving email in Outlook 2010 or new Outlook		15		
	Adding an email account		90		
	Add or remove an email account in Outlook 2010		30		
	How to setup an Internet email account in Outlook 2003 or 2010		15		
	How to setup an Internet email account in the new Outlook		30		
	Find and start Outlook in Windows 8 or Windows RT		45		
Office PowerPoint		260			
	The new Microsoft PowerPoint has stopped working		30		
	The new Microsoft PowerPoint has stopped working (part 2)		85		
	New Office applications crash on launch at the splash screen		30		
	Find and start Office applications in Windows 8 or Windows RT		85		
Office OneNote		210			
	New Office applications crash on launch at the splash screen		60		
	Find and start Office applications in Windows 8 or Windows RT		60		
	The "Send to OneNote" command in Internet Explorer does not work		30		
	Sync shared notebooks		30		

Each module has a 15-30 minute intro activity and a 15-60 module review . (varying by module)

Office Setup
Intro activity 30 minutes
review activity 60 minutes

Office Word
Intro activity 30 minutes
review activity 30 minutes

Office Excel
Intro activity 30 minutes
review activity 30 minutes

Office Outlook
Intro activity 30 minutes
review activity 30 minutes

Office PowerPoint
Intro activity 15 minutes
review activity 15 minutes

Office OneNote
Intro activity 15 minutes
review activity 15 minutes

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Office New Hire Roadmap-24hours					
Module Title	Lesson Title	Module Time	Lesson Time	Breaks, Lunch	Total Course
Total Time		20.0	17.0	4.5	24.5
Office Setup		450			
	General Installation Troubleshooting		180		
	Troubleshooting Office Setup Issues		180		
Office Word		240			
	Microsoft Word has stopped working		75		
	Find and Start Word in Windows 8 and Windows RT		45		
	Working with lost or damaged documents in Word		90		
Office Excel		205			
	Error: Problem sending the command to the program		15		
	Working with errors in formulas		180		
Office Outlook		170			
	How to troubleshoot Outlook when you cannot send or receive mail		30		
	Adding an email account		90		
	How to setup an Internet email account in the new Outlook		30		
Office PowerPoint		90			
	The new Microsoft PowerPoint has stopped working (part 2)		60		
	New Office applications crash on launch at the splash screen		15		
Office OneNote		45			
	The "Send to OneNote" command in Internet Explorer does not work		15		
	Sync shared notebooks		15		

Each module has a 15-30 minute intro activity and a 15-60 module review. (varying by module)

Common activities have been removed to reduce time. Supplemental activities have been removed to reduce time.

Office Setup
Intro activity 30 minutes
review activity 60 minutes

Office Word
Intro activity 15 minutes
review activity 15 minutes

Office Excel
Intro activity 10 minutes
review activity 10 minutes

Office Outlook
Intro activity 10 minutes
review activity 10 minutes

Office PowerPoint
Intro activity 10 minutes
review activity 5 minutes

Office OneNote
Intro activity 10 minutes
review activity 5 minutes

Sample Note: *This roadmap was created for flexibility so field trainers could adjust timing without losing required concepts and lesson content.*

Office New Hire Roadmap-8 hours

Module Title	Lesson Title	Module Time	Lesson Time	Breaks, Lunch	Total Course
Total Time		6.5	5.2	1.5	8.0
Office Setup		60			
	Troubleshooting Office Setup Issues		45		
Office Word		75			
	Microsoft Word has stopped working		15		
	Find and Start Word in Windows 8 and Windows RT		15		
	Working with lost or damaged documents in Word		30		
Office Excel		75			
	Error: Problem sending the command to the program		15		
	Working with errors in formulas		45		
Office Outlook		75			
	How to troubleshoot Outlook when you cannot send or receive mail		15		
	Adding an email account		45		
Office PowerPoint		65			
	The new Microsoft PowerPoint has stopped working (part 2)		40		
	New Office applications crash on launch at the splash screen		15		
Office OneNote		40			
	The "Send to OneNote" command in Internet Explorer does not work		15		
	Sync shared notebooks		15		

Each module has a 10-15 minute intro activity and a 5-30 minute module review . (varying by module)
Common activities have been removed to reduce time.
Supplemental activities have been removed to reduce time.
Remaining activities have been reduced in duration.

Office Setup

Intro activity 5 minutes,
review activity 10 minutes

Office Word

Intro activity 5 minutes
review activity 10 minutes

Office Excel

Intro activity 5 minutes
review activity 10 minutes

Office Outlook

Intro activity 5 minutes
review activity 10 minutes

Office PowerPoint

Intro activity 5 minutes
review activity 5 minutes

Office OneNote