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

Module Title	Lesson Title	Module	Lesson	Brea	ks	Total Cours	Α
TVIOGUIE TILIE	EC35011 Fille	Time	Time	Lunc		Total Couls	
Total Time		33		28	7.5		41
Office Setup		450					
•	General Installation Troubleshooting			180			
	Troubleshooting Office Setup Issues			180			
Office Word		330)			le has a 15-3	
	Describe common Word function					o activity an	
	Microsoft Word has stopped working			, ,		review . (var	rying by
	Find and Start Word in Windows 8 and Windows RT			45	module)		
	Working with lost or damaged documents in Word			90			
Office Excel		315			Office Setu		
	Excel has stopped working			30		ty 30 minute	
	Find and Start Excel in Windows 8 and Windows RT			5U		vity 60 minu	tes
	Error: Problem sending the command to the program			12	Office Wor		
	Working with errors in formulas			100		ty 30 minute	
Office Outlook		420)		Office Exce	vity 30 minu J	tes
	Microsoft Outlook has stopped working			60		ty 30 minute	
	Import Outlook items from an Outlook Data file (,pst)			30		vity 30 minu	
	How to troubleshoot Outlook when you cannot send or receive mail			40	Office Out		les
	Get Help when messages won't send			15		ty 30 minute	ıc
	Error sending/receiving email in Outlook 2010 or new Outlook			15		vity 30 minu	
	Adding an email account			00	Office Pow		ics
	Add or remove an email account in Outlook 2010			20		ty 15 minute	ıç
	How to setup an Internet email account in Outlook 2003 or 2010			1 -		vity 15 minu	
	How to setup an Internet email account in the new Outlook			20	Office One		tes
	Find and start Outlook in Windows 8 or Windows RT			4 -		ty 15 minute	ıç
Office PowerPoint		260)			vity 15 minu	
	The new Micosoft PowerPoint has stopped working			30			
	The new Micosoft 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			

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Module Title	Lesson Title	Module	Lesson	Breaks,	Total	Course
Module Title	LESSOIT TITLE	Time	Time	Lunch	TOtal	Course
Total Time		20.0			4.5	24.5
Office Setup		450				
	General Installation Troubleshooting Troubleshooting Office Setup Issues		180 180			
Office Word		240				has a 15-30
	Microsoft Word has stopped working Find and Start Word in Windows 8 and Windows RT Working with lost or damaged documents in Word		75 45 90	60 n mod	nodule rev dule)	activity and a 15- view. (varying by
Office Excel		205				vities have been
	Error: Problem sending the command to the program Working with errors in formulas		15 180	Supp	plemental	educe time. activities have
Office Outlook		170		bee	n remove	d to reduce time.
	How to troubleshoot Outlook when you cannot send or receive mail Adding an email account How to setup an Internet email account in the new Outlook		30 90 30	Intro		30 minutes
Office PowerPoint		90				y 60 minutes
	The new Micosoft PowerPoint has stopped working (part 2) New Office applications crash on launch at the splash screen		60 15	Intro		15 minutes
Office OneNote		45				y 15 minutes
	The "Send to OneNote" command in Internet Explorer does not work Sync shared notebooks		15 15	15 15 15 16 17 17 18 18 18 18 18 18 18 18 18 18 18 18 18	fice Excel ro activity 10 minutes view activity 10 minut fice Outlook ro activity 10 minutes view activity 10 minut fice PowerPoint ro activity 10 minutes view activity 5 minute fice OneNote ro activity 10 minutes view activity 5 minutes view activity 5 minutes	y 10 minutes k 10 minutes y 10 minutes Point 10 minutes y 5 minutes te 10 minutes

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Module Title	Lesson Title	Module	Lesson	Breaks, Lunch	Total Course	
Total Time		Time 6.5	Time 5.2	1.5	8.0	
Office Setup		60				
	Troubleshooting Office Setup Issues		45			
Office Word		75				
	Microsoft Word has stopped working Find and Start Word in Windows 8 and Windows RT Working with lost or damaged documents in Word		15 15 30	minute into	le has a 10-15 o activity and a 5-30 dule review .	
Office Excel		75		(varying by		
	Error: Problem sending the command to the program Working with errors in formulas		15 45	removed to red		
Office Outlook		75			ital activities have	
	How to troubleshoot Outlook when you cannot send or receive mail Adding an email account		15 45		ved to reduce time. activities have been	
Office PowerPoint		65		reduced in	duration.	
	The new Micosoft PowerPoint has stopped working (part 2) New Office applications crash on launch at the splash screen		40 15	Office Settin		
office OneNote		40			vity 10 minutes	
	he "Send to OneNote" command in Internet Explorer does not work ync shared notebooks		15 15	Office Wo Intro activ review act Office Exc Intro activ review act Office Out Intro activ review activ	rd ity 5 minutes ivity 10 minutes el ity 5 minutes ivity 5 minutes ivity 10 minutes look ity 5 minutes ivity 10 minutes	
					ty 5 minutes vity 5 minutes	