

# Basic office skills: a practical workbook

## Which skills are useful day to day?

Office skills go beyond typing. They include finding a file, presenting information clearly and checking a calculation. This workbook lets you practise simple tasks in Word, Excel and PowerPoint. Menus may vary by software version and language.

| Skill          | A practical result                                                 |
|----------------|--------------------------------------------------------------------|
| Organise files | A folder and filenames you can find again.                         |
| Word           | A readable document with a title, paragraphs and a list.           |
| Excel          | A table whose totals are calculated with formulas.                 |
| PowerPoint     | Three slides that explain an idea without overcrowding the screen. |

Create a folder called "Exercices-bureautique". Keep the editable file. If you need to share a PDF, export a copy and open it to check. Before sending, check the recipient, attachment and any personal information it contains.

## Choose a clear filename

Replace "documentfinal2" with a name that identifies the topic, date and version. Example:  
suivi-achats-2026-10-v1.xlsx.

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## Word and PowerPoint: present an idea

In Word, write a short introduction to a fictional workshop in Essaouira. Add a title, two short paragraphs and a list of three useful details. Use the available heading styles instead of only enlarging each line. Choose a readable font and proofread the document.

### Plan your document

Write the title, intended audience and the three details your reader needs. Use fictional names and contact details.

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| Slide | What to include                              |
|-------|----------------------------------------------|
| 1     | The topic and one sentence explaining it.    |
| 2     | Three key points, with an example if useful. |
| 3     | The takeaway and the next step.              |

Use the same topic in PowerPoint. Preview the slideshow: the text should remain readable without having to read an entire paragraph on screen. Save both files in your folder, then try the Excel table on the following pages.

## 1 and 2. Prepare the data

1. Open a blank workbook and save it with a name you can find again. 2. Put the four column headings in row 1. Here, A contains the item, B the quantity, C the unit price and D the total. The data and prices are fictional.

| Item     | Quantity | Unit price (MAD) | Total (MAD) |
|----------|----------|------------------|-------------|
| Notebook | 3        | 12               | 36          |
| Pen      | 5        | 4                | 20          |
| Folder   | 2        | 25               | 50          |

Enter numbers only in B and C. Cell formatting can display MAD; avoid typing MAD inside each number, which can turn the value into text.

## 3 and 4. Calculate and copy

3. Type  $=B2*C2$  in D2 and confirm. The \* sign multiplies quantity by unit price. 4. Copy the formula to D3 and D4. Check that it becomes  $=B3*C3$  and  $=B4*C4$ : the references change with the row.

| Cell | Formula  | Result |
|------|----------|--------|
| D2   | $=B2*C2$ | 36     |
| D3   | $=B3*C3$ | 20     |
| D4   | $=B4*C4$ | 50     |

### Your turn

Change the notebook quantity from 3 to 4. What should D2 show? Check that it updates automatically.

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## 5 and 6. Add up and check

5. Restore the original data and enter  $=D2+D3+D4$  in D5. The total should be 106. Depending on Excel's language, you can also use  $=SOMME(D2:D4)$  or  $=SUM(D2:D4)$ . 6. Check one calculation by hand, make the headings readable and save the file.

### A second table

Create a table with 4 items at 8 MAD, 3 at 15 MAD and 2 at 6 MAD. Calculate each row and the overall total using formulas.

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## Check your answers

| Check                 | Expected result                 |
|-----------------------|---------------------------------|
| 4 notebooks at 12 MAD | 48 MAD                          |
| Second table, row 1   | $4 \times 8 = 32$               |
| Row 2                 | $3 \times 15 = 45$              |
| Row 3                 | $2 \times 6 = 12$               |
| Second table total    | $32 + 45 + 12 = 89 \text{ MAD}$ |

If the result does not update, check that the cell contains a formula starting with = and that quantities and prices are numbers. Menus vary by version and language; this exercise focuses on cells and calculations.

### Further reading

Microsoft Support: Basic tasks in Excel

Microsoft Support: Add a heading in Word

**Explore the course in Essaouira**