



UNLOCKING THE TREASURES OF THE MICROSOFT OFFICE SUITE

For Catechetical Leaders and Catechists

September 27, 2025



WELCOME



REALITY CHECK PAPER, PAPER & MORE PAPER

- **Letters**
 - Sacramental preparation
 - attendance, service hours, recommendations,
 - fees due
- **Sacramental Certificates**
- **Rosters**
- **Forms**
- **Handouts**
- **Signs**

RECORD KEEPING, TRACKING & MORE

- **Tracking**

- Student Documents
- Attendance
- Forms
- Service Hours
- Books distributed
- Virtus students class & Opt-Out Forms
- Fees received



MICROSOFT OFFICE &

- - **Word:** Templates, letters, certificates
- - **Excel:** Database, attendance, sacraments
- - **Outlook:** Contacts, tasks, personalized email
- - **PowerPoint:** Announcements, Lessons, Games & Quizzes, Meetings, etc.



MS WORD

- **Ideal for**
 - Letters, Envelopes
 - Reports
 - Handouts
 - Labels
 - Signs, Flyers, Invitations, etc.
 - Sacramental Certificates
 - Brochures
 - Handbooks
 - eBooks



MS WORD

- **Handouts**

- Prayers
- Prayer cards
- Coloring pages using searchable clip art
- Word Search (using Tables)
- Crossword Puzzles (using Tables)

- **Signs**

- Tent cards for tables
- Pew signs
- Classroom designations

MS WORD

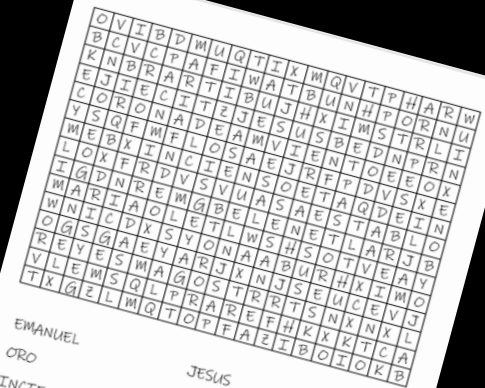
El Santo Sacrificio de la Misa

- I. Liturgia de la _____
- A) Ritos de Entrada
- a. Procesión _____
- b. Acto _____
- c. Gloria _____
- d. Oración Colecta _____ Lectura _____
- B) _____
- C) Salmo Responsorial
- D) Segunda Lectura
- E) Aclamación Antes del Evangelio
- F) _____
- G) Homilía
- H) Profesión de _____
- I) Oración de los Fieles g Oración Universal
- II. Liturgia de la Eucaristía
- A) Presentación del Altar y las Ofrendas
- B) Plegaria _____
- a. Santo, Santo, Santo
- b. Consagración _____
- C) El Padre Nuestro _____ de Dios
- D) La Paz _____
- E) _____
- F) Santa _____
- G) Rito de Conclusión
- H) Bendición y Despedida

Nuestra Señora

La Virgen de

Guadalupe



EMANUEL
ORO
INCIENSO
MIRRA
REYES MAGOS
PASTORES
ESTABLO

JESUS
MARIA
JOSE
ANGEL
BELEN
ESTRELLA
PESEBRE



MS WORD

- **Mail Merge with Excel**
 - Letters
 - Envelopes
 - Labels (mailings, file folders, etc.)
 - Student Tags
 - Sacramental Certificates

MS WORD

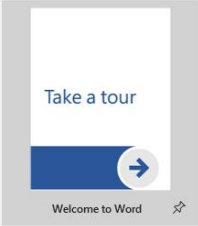
Document1 - Word

WeOwnSouthBeach.com WeOwnSouthBeach.com

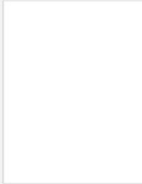
New

Search for online templates

Suggested searches: Business Cards Flyers Letters Education Resumes and Cover Letters Holiday



Welcome to Word



Single spaced (blank)



Snapshot calendar



Insert your first table of co...



Modern chronological res...



Modern chronological cov...



Blue spheres cover letter



Restaurant brochure



Education brochure



Vivid shapes event brochure



Banner calendar



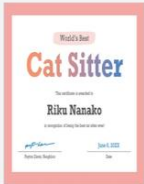
Metro report



Student report with photo



Professional APA Style pa...



World's best award certifi...



Employee of the month ce...



Service invoice (Green Gra...



General professional thank...



Party invitation flyer

Home

New

Open

Info

Save

Save As

Save as Adobe PDF

History

Print

Share

Share as Adobe PDF link

Export

Close

Account

Options

MS WORD

- **Templates – Premade in Word**

- Forms
- Invoices
- Calendars
- Flyers, Signs, etc.
- Brochures
- Reports
- Sacramental Certificates



CONFIRMATION
CERTIFICATE

According to the Rite of the Roman Catholic Church

Genesis "Guadalupe" Alarcón

was sealed with the Gift of the Holy Spirit

on the 17th day of May, 2025

at St. Joseph Catholic Church

Miami Beach Florida

Diocese of Miami

by Bishop John D. Rago, OCSO

Come, Holy Spirit,
fill the hearts of your faithful,
and kindle in them
the fire of your love.



September

2025

Feast of the Archangels

The Feast of the Archangels Michael, Gabriel and Raphael is celebrated on September 29.



Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	



Volunteer Form

First Name _____

Last Name _____

Address _____

City/State/Zip _____

Home Phone _____ Cell Phone _____

Email _____

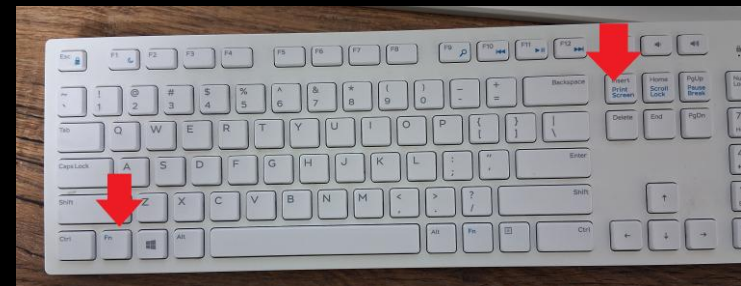
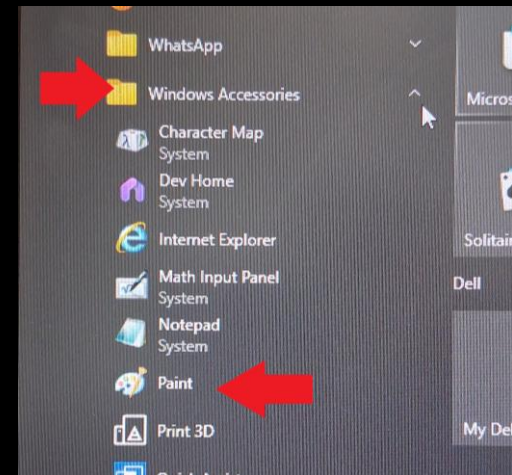
I am interested in volunteering for the following types of activities:

- ☐ Arrival /Accompanying Students to classroom
- ☐ Catechist Assistant
- ☐ Substitute Catechist
- ☐ Dismissal of Students
- ☐ Helping set up
- ☐ Help take down.
- ☐ Help in the Office during weekday
- ☐ Other: _____
- ☐ Other: _____
- ☐ Other: _____
- ☐ Other: _____
- ☐ Other: _____
- ☐ Other: _____

☐

BONUS - MS PAINT

- Create Graphics using Screenshots
 - **Paint** is found in “Windows Accessories” File Explorer
 - Find the “Print Screen” key on your keyboard.
 - Some keyboards require Fn + Print Screen Keys.





MS EXCEL

- **Ideal for**
 - Database Information
 - Tracking Logs
 - Charts, Diagrams, Graphs
 - Layouts & Maps
 - Forms
 - Budgets



MS EXCEL

- **Database - Main Workbook Sheets:**
 - Student Contact & Personal Information
 - Class Attendance Record
 - Mass Attendance Record
 - Rosters
 - Pickup lists/Walkers
 - Student Documents Tracking sheet
 - Documents Received Birth, Baptismal, First Communion Certificates, Sponsor Form, Retreat Form, etc.
- Apply conditional formatting to highlight missing documents.

MS EXCEL

[illegible]

Espinel	Sebastian	2FCB	3/21/2016	4th	9	Elizabeth Espinosa	Krisztina	
Esquivel	Justina	2FCB	12/10/2014	5th	10	Elizabeth Espinosa	Maricel	
Esquivel	Gaston	2OCIA2	6/14/2013	6th	12	Nora Gonzalez	Maricel	
Fortier	Axl	1FCB	11/13/2015	4th	9	Julie Palomino	isramil	
Fortier	Jade	1FCB	11/13/2015	4th	9	Julie Palomino	isramil	
Fortier	Sienna	1CONF	1/28/2013	7th	12	Julien Alonso	isramil	
Fuertes	Alejandro	2FCA	2/18/2017	3rd	8	Ana Veloso	Joaquin	
Fullerton	Liliana	2FCA	3/9/2018	2nd	7	Ana Veloso	Natalia	
Fullerton	Annabella Maria	RE	5/26/2015	5th	10	Janette Vinciguerra	Natalia	
Eurichi	Vitto	1FCB	10/13/2016	3rd	8	Julie Palomino	Carolina	

2025-2026

Dismissal

Sunday Roster

Student Contact Info

Attendance

Class & Catechist List

MS EXCEL

RELIGIOUS ED 2025-2026						
	Ana		9/21/2025			
	STUDENT LN	STUDENT FN	Attendance	SACR	GR	AGE
1	Alarcon	Omar		2FCA	2nd	7
2	Castaneda	Jacob Alexander		2FCA	2nd	7
3	Coles	Vadim Vince Jaeger		2FCA	3RD	8
4	Fuertes	Alejandro		2FCA	3rd	8
5	Fullerton	Liliana		2FCA	2nd	7
6	Navarro	Maikel		2FCA	2nd	7
7						
8						
9						
10						
11						

RELIGIOUS ED 2025-2026		Date	Legend: E-English S-Spanish 3- Knows Prayer by heart 2- Needs more Practice 1- Doesn't know prayer					
ANA - ROOM 102								
EVALUATOR NAME:								
STUDENT LN	STUDENT FN	Language	SotC	OF	HM	GB	AofC	
1 Alarcon	Omar							
2 Castaneda	Jacob Alexander							
3 Coles	Vadim Vince Jaeger							
4 Fuertes	Alejandro							
5 Fullerton	Liliana							
6 Navarro	Maikel							
7								
8								
9								
10								
11								
12								
13								

[illegible]

MS EXCEL

2025-2026 DATABASE REV 9-3-25x drive (version 1).xlsx - Excel

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New

Blank workbook

Search for online templates

Suggested searches: Business Personal Planners and Trackers Lists Budgets Charts Calendars

Take a tour

Welcome to Excel

Get started with Formulas

Formula tutorial

Get to know Power Query

Power Query tutorial

Make your first PivotTable

PivotTable tutorial

Going beyond Pie charts

Beyond pie charts tutorial

Organization Chart from...

Seasonal photo calendar

Personal monthly budget

Seasonal illustrated any ye...

Any year one-month cale...

Academic calendar

Monthly company budget

Household monthly budget

Premium weekly chore sc...

Company Name

Weekly Attendance Report

INVOICE

Company Name

Home Inventory Contents List

MS EXCEL

- **Templates - Forms:**

- Sign-in sheets (or create your own)
- Simple registration forms
- ADOM Confirmation Register
- Invoices
- Statements
- Calendars
- Planners & trackers
- Budget
- Charts, Diagrams, Graphs





MS OUTLOOK

- **Ideal for**
 - Database
 - Student Contact information
 - eMailing Parent
 - To Do / Tasks
 - Reminders
 - Calendar



MS OUTLOOK

- **Outlook Contacts:**
 - Store parent emails & phone numbers
 - Volunteer emails & phone numbers
- **Groups - eMailing:**
 - Each class
 - First Communion Parents
 - Confirmation Parents
 - Catechists
 - Volunteers
- **eMail Merge with Excel**
 - personalized messages ('Dear Maria...') from Excel list

MS OUTLOOK

GA Garcia, Ana Maria 1
elenamartinez@yahoo.com

GA Garcia, Ana Maria 2
tomasg@outlook.com

Notes
Add your notes

File Contact Insert Format Text Review Help

Save & Close Delete Save & Forward New Send to OneNote

Actions

General Details Certificates All Fields Show

Communicate

Address Book Check Names Names Business Card Options

Full Name... Garcia, Ana Maria 2

Company Dad: Tomas Garcia

Job title Garcia, Ana Maria 2

File as tomasg@outlook.com

Internet Email... Ana Maria 2 Garcia (tomasg@outlook.com)

Display as

Web page address

IM address

Phone numbers

Business... (786) 567-8910

Home...

Business Fax...

Mobile...

Addresses

Business...

☐ This is the mailing address

Map It

Notes

Dad only speaks Spanish
Call mother first

File Contact Insert Format Text Review Help

Save & Close Delete Save & Forward New Send to OneNote

Actions

General Details Certificates All Fields Show

Communicate

Address Book Check Names Names Business Card Options

Full Name... Garcia, Ana Maria 1

Company Mom: Elena Martinez

Job title Garcia, Ana Maria 1

File as elenamartinez@yahoo.com

Internet Email... Ana Maria 1 Garcia (elenamartinez@yahoo.com)

Display as

Web page address

IM address

Phone numbers

Business... (786) 555-5555

Home...

Business Fax...

Mobile...

Addresses

Business...

☐ This is the mailing address

Map It

Notes

Mom only speaks Spanish

MS OUTLOOK

Olga Garcia - Contact

File Contact Insert Format Text Review Help

Save & Close Delete Save & Forward New Send to OneNote

General Details Certificates All Fields Show

Email Meeting More Communicate Address Book

Full Name... Garcia, Olga

Company RCIA Confirmation Adult 2020-2021

Job title

File as Garcia, Olga

Internet Email... efthimiou.og@gmail.com

Display as Garcia, Olga (efthimiou.og@gmail.com)

Web page address

IM address

Phone numbers Business... Home... Business Fax... Mobile... (305) 763-3887

Addresses Business... This is the mailing address

John & Mary 1 Smith - Contact

File Contact Insert Format Text Review Help

Save & Close Delete Save & Forward New Send to OneNote

General Details Certificates All Fields Show

Email Meeting More Communicate Address Book Check Names

Full Name... Smith, John & Mary 1

Company Mom: Ann Smith

Job title

File as Smith, John & Mary 1

Internet Email... 123abc@gmail.com

Display as John & Mary 1 Smith (123abc@gmail.com)

Web page address

IM address

Phone numbers Business... Home... Business Fax... Mobile... (305) 555-5555

Addresses Business... This is the mailing address

Notes

Lives with mother
John – reads below grade level

John & Mary 2 Smith - Contact

File Contact Insert Format Text Review Help

Save & Close Delete Save & Forward New Send to OneNote

General Details Certificates All Fields Show

Email Meeting More Communicate Address Book Check Names Business Cards

Full Name... Smith, John & Mary 2

Company Dad: John Smith Sr

Job title

File as Smith, John & Mary 2

Internet Email... 456def@gmail.com

Display as John & Mary 2 Smith (456def@gmail.com)

Web page address

IM address

Phone numbers Business... Home... Business Fax... Mobile... (305) 567-8910

Addresses Business... This is the mailing address

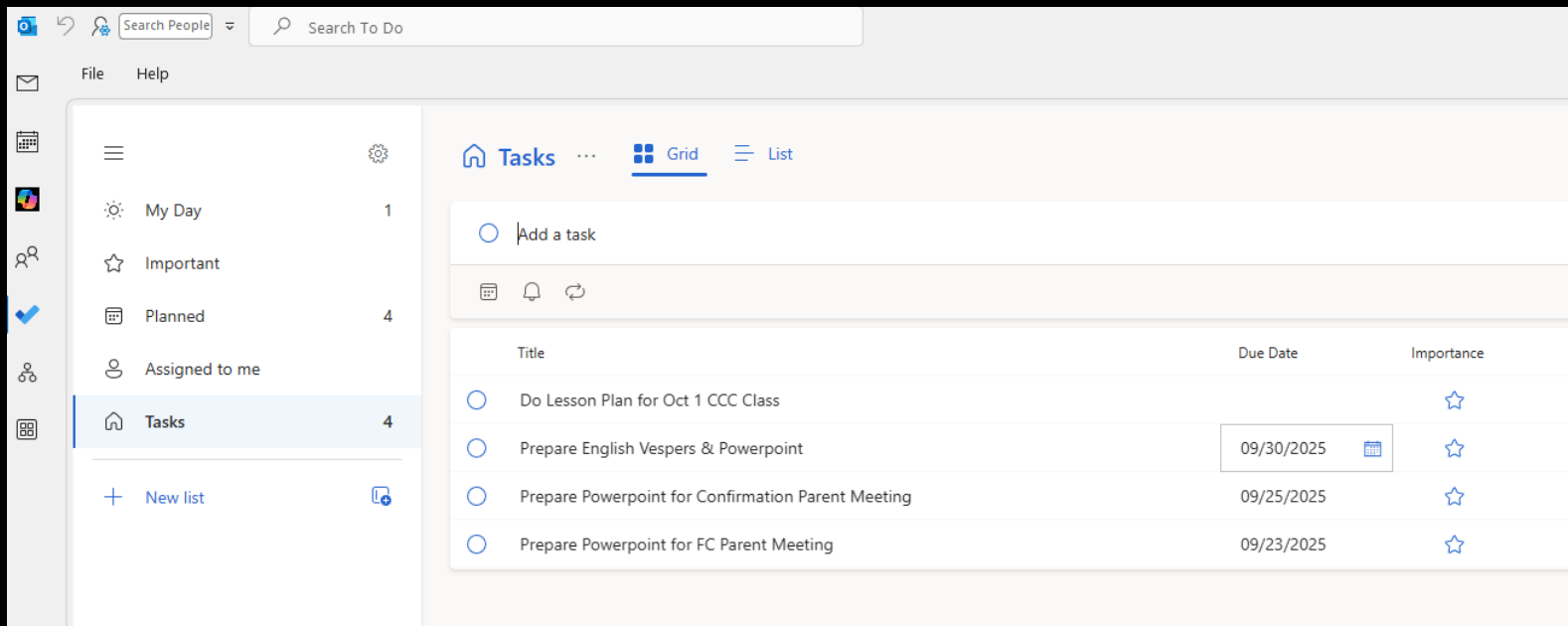
Notes

Dad lives out of state

MS OUTLOOK

- **Virtual Calendar:**
 - Add meetings

- **To Do & Tasks:**
 - Add tasks
 - Deadline
 - Priority rating





MS POWERPOINT

- **Ideal for**
 - Meeting Presentations
 - Slideshows
 - Weekly announcements

MS POWERPOINT

- **Meeting Presentations**

- Orientation
- First Reconciliation
- First Communion
- Confirmation

- **Weekly Announcements**

- Create one central presentation file with slides for each week.
- Insert YouTube video/shorts
 - Closing prayer
 - Highlight a Saint

- **Slideshow**s for retreats and celebrations.



MS POWERPOINT

Parent Meeting
2024-2025

August 21, 2024



Confirmation Meeting
Reunión para La Confirmación

March 2025



MS POWERPOINT

- **Create Gameshow Style Videos for reviewing lessons**
 - Jeopardy
 - Who Wants to be a Millionaire?
- **Create Animated Quizzes**
- **Present special lessons**
- **Assign Powerpoint Projects to students and have them present in class**
 - Confirmation – Research Saint & why they chose that Saint
 - Lent – Group project – Stations of the Cross.



WRAP-UP & Q&A