

Curriculum

Microsoft Word – Beginner

Lesson 1: Getting Started with Word

- Topic A: Navigate in Microsoft Word
- Topic B: Create and Save Word Documents
- Topic C: Manage Your Workspace
- Topic D: Edit Documents
- Topic E: Preview and Print Documents
- Topic F: Customize the Word Environment

Lesson 2: Formatting Text and Paragraphs

- Topic A: Apply Character Formatting
- Topic B: Control Paragraph Layout
- Topic C: Align Text Using Tabs
- Topic D: Display Text in Bulleted or Numbered Lists
- Topic E: Apply Borders and Shading

Lesson 3: Working More Efficiently

- Topic A: Make Repetitive Edits
- Topic B: Apply Repetitive Formatting
- Topic C: Use Styles to Streamline Repetitive Formatting Tasks

Lesson 4: Managing Lists

- Topic A: Sort a List
- Topic B: Format a List

Lesson 5: Adding Tables

- Topic A: Insert a Table
- Topic B: Modify a Table
- Topic C: Format a Table
- Topic D: Convert Text to a Table

Lesson 6: Inserting Graphic Objects

- Topic A: Insert Symbols and Special Characters
- Topic B: Add Images to a Document

Lesson 7: Controlling Page Appearance

- Topic A: Apply a Page Border and Color
- Topic B: Add Headers and Footers
- Topic C: Control Page Layout
- Topic D: Add a Watermark

Lesson 8: Preparing to Publish a Document

- Topic A: Check Spelling, Grammar, and Readability
- Topic B: Use Research Tools
- Topic C: Check Accessibility

Topic D: Save a Document to Other Formats

Microsoft Excel – Beginner

Getting Started

- Starting Excel
- Opening a Workbook
- Understanding the Display Screen
- Working with the Ribbon
- Exploring the File Tab
- Working with the Quick Access Toolbar
- Working with the Status Bar
- Switching Between Opened Workbooks
- Using Excel Help

Entering Data

- Moving the Cell Pointer
- Selecting a Range of Cells
- Creating a New Workbook
- Inserting, Renaming, and Deleting Worksheets
- Entering Constant Values
- Using Auto Fill to Enter Data
- Saving a Workbook
- Editing Cell Contents
- Clearing Cell Contents
- Working with Undo and Redo
- Closing a Workbook

Using Formulas

- Entering Formulas
- Using Auto Fill with Formulas
- Using the SUM Function
- Summing Columns or Rows Automatically
- Using Statistical Functions
- Working with the Range Finder
- Using Formula Error Checking

Working with Constant Values and Formulas

- Copying and Pasting Constant Values and Formulas
- Cutting and Pasting Constant Values and Formulas
- Using Collect and Paste

Formatting Worksheets

- Formatting Numbers
- Changing the Font Format
- Aligning Cell Contents
- Merging Cells
- Adding Borders
- Applying Cell Styles

Modifying Columns and Rows

Changing Column Width
Changing Row Height
Inserting and Deleting Columns or Rows
Hiding Columns or Rows

Editing Workbooks

Working with AutoCorrect
Checking Spelling
Using Find and Replace

Printing Worksheets

Using Print Preview
Working with Print Settings
Using Page Setup Tools
Working in Page Layout View
Creating a Header and Footer
Using Page Break Preview
Printing a Worksheet
Exiting Excel

Microsoft PowerPoint - Beginner

Lesson 1: Getting Started with PowerPoint

Topic A: Navigate the PowerPoint Environment
Topic B: View and Navigate a Presentation
Topic C: Use PowerPoint Help

Lesson 2: Developing a PowerPoint Presentation

Topic A: Create and Save a Presentation
Topic B: Edit Text
Topic C: Work with Slides
Topic D: Design a Presentation

Lesson 3: Performing Advanced Text Editing Operations

Topic A: Format Characters
Topic B: Format Paragraphs

Lesson 4: Adding and Arranging Graphical Elements

Topic A: Insert Images
Topic B: Insert Shapes
Topic C: Create SmartArt
Topic D: Insert Icons and 3D Models
Topic E: Arrange and Size Objects

Lesson 5: Modifying Graphical Elements

Topic A: Format Images
Topic B: Format Shapes
Topic C: Customize SmartArt
Topic D: Format Icons
Topic E: Format 3D Models

Topic F: Animate Objects

Lesson 6: Preparing to Deliver Your Presentation

Topic A: Review Your Presentation
Topic B: Apply Transitions
Topic C: Print a Presentation
Topic D: Deliver Your Presentation

Microsoft Word – Intermediate

Lesson 1: Organizing Content Using Tables and Charts

Topic A: Sort Table Data
Topic B: Control Cell Layout
Topic C: Perform Calculations in a Table
Topic D: Create a Chart
Topic E: Add an Excel Table to a Word Document (Optional)

Lesson 2: Customizing Formats Using Styles and Themes

Topic A: Create and Modify Text Styles
Topic B: Create Custom List or Table Styles
Topic C: Apply Document Themes

Lesson 3: Inserting Content Using Quick Parts

Topic A: Insert Building Blocks
Topic B: Create and Modify Building Blocks
Topic C: Insert Fields Using Quick Parts

Lesson 4: Using Templates to Automate Document Formatting

Topic A: Create a Document Using a Template
Topic B: Create a Template

Lesson 5: Controlling the Flow of a Document

Topic A: Control Paragraph Flow
Topic B: Insert Section Breaks
Topic C: Insert Columns
Topic D: Link Text Boxes to Control Text Flow

Lesson 6: Simplifying and Managing Long Documents

Topic A: Insert Blank and Cover Pages
Topic B: Insert an Index
Topic C: Insert a Table of Contents
Topic D: Insert an Ancillary Table
Topic E: Manage Outlines
Topic F: Create a Master Document

Lesson 7: Using Mail Merge to Create

Letters, Envelopes, and Labels

Topic A: The Mail Merge Features

Topic B: Merge Envelopes and Labels

Topic C: Create a Data Source Using Word

Microsoft Excel – Intermediate

Creating Charts

Creating a Chart

Changing the Chart Location and Size

Changing the Chart Type

Modifying Charts

Working with Chart Elements

Using Chart Styles

Applying a Chart Filter

Formatting Chart Elements

Adding and Removing a Data Series

Printing Charts

Creating a Sparkline

Creating and Using a Chart Template

Creating a Dashboard

Using Styles, Themes, and Templates

Working with Cell Styles

Merging Styles

Using Themes

Using Templates

Creating a Template

Using a Personal Template

Working with Formatting

Creating and Using Custom Formats

Applying Conditional Formatting

Creating a New Conditional Formatting Rule

Working with Conditional Formatting Rules

Using the Quick Analysis Tool

Using Print Options

Using Print Areas

Creating and Using a Range Name for Printing

Working with Print Settings

Using Page Setup Tools

Using Page Break Preview

Using Print Titles

Using Headers and Footers

Printing Gridlines and Row and Column Headings

Using Custom Worksheet Views

Saving a Worksheet as a PDF File

Using Excel Data in Other Office Applications

Understanding Pasting, Linking and Embedding

Pasting an Excel Range into a Word Document

Pasting an Excel Chart into a Word Document

Pasting an Excel Range into PowerPoint

Pasting an Excel Chart into PowerPoint

Creating a Chart in Word or PowerPoint

Modifying a Chart in Word or PowerPoint

Working with Specialty Charts

Understanding Specialty Charts

Creating a Map Chart

Creating a Treemap Chart

Creating a Sunburst Chart

Creating a Histogram

Creating a Pareto Chart

Creating a Box and Whisker Chart

Creating a Waterfall Chart

Creating a Funnel Chart

Creating a Combo Chart