

## Curriculum at a Glance

### Microsoft Office/Computer Applications

This course is designed for students to learn keyboarding skills and develop computer skills in Microsoft's integrated software package that includes Word Processing (Word), Spreadsheet (Excel), and Presentation Graphics (PowerPoint). Microsoft Office Professional is the world's most widely used software package.

Unit Description	Content and/or Skills
Keyboarding	<ul style="list-style-type: none"><li>● Touch method of keyboarding using Ainsworth software</li><li>● Develop proper keyboarding technique using the touch method of keyboarding</li><li>● Keyboard drills and timings using Ainsworth software (speed and accuracy)</li></ul>
Microsoft Word	<ul style="list-style-type: none"><li>● Use basic formatting features of MS Word</li><li>● Use ribbons in MS Word</li><li>● Insert graphics, footnotes, endnotes, headers, footers, and page numbers</li><li>● Use templates/wizards to produce newsletters, brochures, and flyers</li><li>● Produce business letters and tables</li><li>● Use Word Art, textboxes and SmartArt graphics</li></ul>
Microsoft Excel	<ul style="list-style-type: none"><li>● Create spreadsheets</li><li>● Enter data and formulas to perform calculations on a spreadsheet</li><li>● Use features to resize columns, format number values, text alignment</li><li>● Create a headers and footers</li><li>● Display and print formulas</li><li>● Apply character formatting</li><li>● Copy and move labels, values, and formulas</li></ul>

	<ul style="list-style-type: none"><li>● insert and delete rows and columns</li><li>● Change margins, print orientation, and page breaks</li><li>● Modify and create cell styles</li><li>● Create various types of charts</li><li>● Modify, format, and print charts</li><li>● Move, size, and delete charts</li></ul>
Microsoft PowerPoint	<ul style="list-style-type: none"><li>● Explain what a presentation is and create a presentation</li><li>● Display a presentation in different views and slides</li><li>● Add, delete, and change slides</li><li>● Add graphics, charts, slide transitions, animation, and headers/footers to slides</li><li>● Edit and format slides</li><li>● Plan and design presentations</li><li>● Create and print speaker notes</li><li>● Display presentations using a data projector</li></ul>