

Windows XP, Microsoft Office 2003 and Internet Explorer

Week		Module
Microsoft Windows XP (1 week)		
1 Ch 1, 2, 3, 4	Introduction to Windows: Windows desktop, window elements, windows accessories, keyboard layout, minimize and maximize and restore a window, move and size a window, scrolling a window, programs and dialog boxes, Windows XP screen layout, starting applications.	MS4Z1
Microsoft Word 2003 (6 weeks)		
2 Ch 1, 2	Creating a Document and Selecting and Editing Text (Moving and Copying Text): identifying parts of the screen, basic text editing, using cut, copy and paste, working with multiple document windows naming and saving a document, print a document, nonprinting characters, undo and redo, using help	MS4Z2
3 Ch 2, 3, 7	Formatting Characters and Writing Tools: basic character formatting, working with fonts, repeating and copying formatting, AutoComplete and AutoCorrect, spelling and grammar, thesaurus, inserting the date and time	MS4Z2
4 Ch 3, 4	Formatting Paragraphs and Tabs: setting tabs, adjusting tab settings, sorting paragraphs and tabbed columns, paragraph alignment, line spacing, borders and shading, bulleted and numbered lists, symbols and special characters	MS4Z2
5 Ch 5	Formatting Pages(Page and Section Breaks, Page Numbers, Headers and Footers): Adjusting Margins, creating header and footer, changing the paper orientation and Size, previewing a document, working with Section Breaks, finding and replacing text, finding special characters, finding and replacing formatting, using print preview, print options, setting paper size and page orientation, printing envelopes, printing labels.	MS4Z2
6 Ch 2, 4	Working with Tables, Find and Replace: creating a tables, working with tables, adjusting column width, adjusting row height, inserting and deleting row and columns, adding borders to a table, adding shading and patterns	MS4Z2
7 Ch 6, 7	An Overview Of Mail Merge, File Properties And Finding Files: An Overview Of The Mail Merge Process, Creating Main Document, Creating A Data Source., Finding A Files, Autotext, Changing Word Default Options.	MS4Z2
File Management (1 week)		
8 Ch 5, 6, 7	File Management: extensive "hands-on" projects, taskbar, windows explorer, displaying and changing folders, creating folders, moving and copying files, deleting files, finding files.	MS4Z1
Microsoft Access 2003 (1 week)		
9	Getting Started with a Database, Adding and Editing Data: starting access, identifying parts of the access screen, working with objects, editing records in a table, printing a table, adding and deleting records in tables, adding records with a form, changing views in a form, printing a form, editing data in a form.	MS4Z3
Microsoft Excel 2003 (5 weeks)		
10 Ch 1	What is Excel, Creating a Simple Worksheet: Starting Excel, Using Menus, Toolbars, Keystroke and Right Mouse Button Shortcuts, Opening and Saving a Workbook, Moving the Cell Pointer, Navigating a Worksheet, Entering Labels, Values in a Worksheet and Selecting a Cell Range, AutoSum, Entering Formulas, AutoFill, Previewing and Printing a Worksheet, Getting Help, Closing a Workbook and Exiting Excel	MS4Z4
11 Ch 2	Editing a Workbook: Entering Date Values and Using AutoComplete, Editing, Clearing, and Replacing Cell Contents, Cutting, Copying, and Pasting Cells, Moving and Copying Cells with Drag and Drop, Collecting and Pasting Multiple Items, Working with Absolute and Relative Cell References, Using the Paste Special Command, Inserting and Deleting Cells, Rows, and Columns, Using Undo, Redo, and Repeat, Checking Your Spelling, Finding and Replacing Information, Advanced Printing Options, File Management, Inserting Cell Comments	MS4Z4
12 Ch 3	Formatting a Worksheet: Formatting Fonts with the Formatting Toolbar, Formatting Values, Adjusting Row Height and Column Width, Changing Cell Alignment, Adding Borders, Applying Colors and Patterns, Using the Format Painter, Using AutoFormat, Creating a Custom Number Format, Creating, Applying, and Modifying a Style, Formatting Cells with Conditional Formatting, Merging Cells, Rotating Text, and using AutoFit	MS4Z4
13 Ch 4	Managing Your Workbooks: Switching Between Sheets in a Workbook, Inserting and Deleting Worksheets, Renaming and Moving Worksheets, Working with Several Workbooks and Windows, Splitting and Freezing a Window, Referencing External Data, Creating Headers, Footers, and Page Numbers, Specifying a Print Area and Controlling Page Breaks, Adjusting Page Margins and Orientation, Adding Print Titles and Gridlines, Changing the Paper Size and Print Scale, Protecting a Worksheet, Hiding Columns, Rows and Sheets	MS4Z4
14 Ch 5	More Functions and Formulas: Formulas with Several Operators and Cell Ranges, Using the Formula Palette to Enter and Edit Formulas, Creating and Using Range Names, Selecting Nonadjacent Ranges and Using AutoCalculate, Using the IF Function to Create Conditional Formulas, Using the PMT Function, Displaying and Printing Formulas, Fixing Errors in Your Formulas, Mathematical Functions, Financial Functions, Date and Time Functions, Statistical Functions	MS4Z4
PowerPoint 2003 (1 week)		
15	What is PowerPoint, Basic Presentation Skills: starting powerpoint, navigating in powerpoint, keying text on a slide, using powerpoint views, running a slide show, naming and saving a presentation, printing slides and handouts, using the autocontents wizard, making changes in slide sorter view, adding headers and footers.	MS4Z5
Microsoft Internet Explorer & Outlook 2003 Email (1 week)		
16 Ch 8	Exploring the Internet: what is the Internet, typing Internet addresses, searching the Internet, navigating web pages, finding text in a web page, printing a web page. Introduction to Outlook and E-Mail: starting outlook, identifying parts of the outlook window, addressing, composing, and sending e-mail, sending attachments, reading e-mail, printing e-mail.	MS4Z6