

Unit	Lesson	Lesson Objectives
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Word Basics**Introduction to Word**

- Create and save Word documents.
- Manage different Word documents at the same time.
- Navigate the Word application window.

Managing Word Documents

- Customize the Word environment for efficiency.
- Preview and print Word documents.
- Use Word features to edit text and paragraphs.

Formatting Text and Paragraphs

- Change character properties for readability and emphasis.
- Change paragraph properties.
- Use tabs to align text and separate text into columns.

Organizing Text

- Add borders and shading to highlight text.
- Create bulleted lists to organize text.

Managing Tasks Efficiently

- Use different Word tools to complete repetitive formatting tasks.
- Use the Find and Replace feature for repetitive editing tasks.

Creating and Managing Lists

- Change the format and sequence of a list.
- Sort a list.

Adding and Managing Tables

- Convert text to a table.
- Insert a table into a Word document.
- Manage the rows, columns, and text in a table.
- Use table and border styles to format a table.

Adding Graphics

- Add and format images.
- Insert symbols and special characters into a Word document.

Controlling Page Presentation

- Add and format numbers and text in headers and footers.
- Add borders and colors to a page.
- Change page margins and add page breaks.
- Define a watermark and add a watermark to a Word document.

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		Preparing to Print <ul style="list-style-type: none">Ensure that a document is accessible to assistive technology users.Review spelling, grammar, and readability of a Word document.Save a Word document in a different format.Use tools to improve and customize content in a Word document.
		Using Word
		Using Tables and Charts <ul style="list-style-type: none">Change the layout of cells and format data in cells.Create a chart and change its format using Word tools.Do simple calculations in a table.Insert an Excel table into a Word document.Sort data in tables into meaningful groups.
		Standardizing Documents Using Styles <ul style="list-style-type: none">Apply a theme for documents.Create and modify styles for lists and tables.Create and modify text styles for text and paragraphs.
		Using Quick Parts <ul style="list-style-type: none">Create and modify building blocks to reuse content.Define and insert building blocks using quick parts.Define and insert fields.
		Using Templates <ul style="list-style-type: none">Create and modify a template.Manage templates using the template organizer.Use templates to create a document.
		Controlling Content Flow <ul style="list-style-type: none">Break a section of a document into columns.Break document into sections.Link textboxes in a document.Manage flow of content in a paragraph.
		Managing Documents <ul style="list-style-type: none">Create a table of contents and reference lists.Create and organize an outline.Define and create a master document.Insert cover pages, blank pages, and indexes.

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Letters, Envelopes, and Labels

- Merge data from a document to create personalized letters.
- Use the mail merge feature to create address labels for envelopes.

Excel Basics**Introduction to Excel**

- Define a spreadsheet and identify spreadsheet components.
- Navigate the Excel ribbon and toolbar.

Getting Started with Excel

- Create, manage, and save Excel documents.
- Solve problems encountered in Excel.
- Utilize tools to enter cell data efficiently.

Performing Calculations

- Create worksheet formulas in order to perform calculations.
- Insert functions to manage data in Excel.
- Reuse formulas and functions in order to increase efficiency.

Modifying a Worksheet

- Search for and replace data in a worksheet.
- Use proofing and research tools when entering data.
- Utilize tools to display data in meaningful ways.

Formatting a Worksheet

- Align cell contents to make data easier to interpret.
- Apply number formats to display a variety of numeric data.
- Apply text formats to make text easier to read.

Advanced Formatting

- Analyze data by applying conditional formatting.
- Apply styles and themes in order to present consistent data.
- Create and use templates to develop new workbooks.

Printing Workbooks

- Enhance printed information by setting up headers and footers.
- Preview and print a workbook.
- Set up the page layout to fine tune printing.

Managing Workbook Properties

- Manage worksheets using best practices.
- Use workbook properties to make collaboration easier.
- Utilize view options to manage workbooks and worksheets.

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Using Excel**Introduction to Functions**

Create named ranges for use in functions and formulas.

Use specialized functions to perform complex tasks.

Working with Functions

Apply date and time functions.

Use text functions to perform calculations on text data.

Utilize logical functions to test a variety of conditions.

Working with Lists

Apply queries and data base functions to find data and perform calculations.

Sort data in order to locate and review specific data entries in worksheets.

Summarize data using outlines and subtotals.

Use filtering in order to limit a data set to specific criteria.

Analyzing Data

Analyze data trends by applying intermediate conditional formatting.

Create and modify tables to display information.

Evaluate conditions by creating formulas and applying formatting.

Visualizing Data with Charts

Apply advanced chart features.

Create charts to visualize and interpret data.

Modify and format charts to enhance their presentation.

Pivot Tables and Pivot Charts

Analyze a PivotTable to provide insight into the data set.

Create a PivotTable to summarize a data set.

Filter data by using timelines and slicers.

Present data with PivotCharts.

Outlook Basics**Getting Started with Outlook**

Navigate the Outlook interface.

Utilize common features in Outlook.

Working with Messages

Communicate using Outlook messages.

Solve problems using the Outlook help feature.

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		<p>Formatting Messages</p> <ul style="list-style-type: none">Add recipients to an outlook message.Apply tools to check spelling and grammar.Format message content. <p>Attachments and Illustrations</p> <ul style="list-style-type: none">Apply tools to add illustrations to messages.Attach files and items to messages.Manage automatic message content. . <p>Customizing Message Options</p> <ul style="list-style-type: none">Apply tools in order to track messages.Customize reading options in the reading pane.Utilize tools that can recall and resent messages. <p>Organizing Messages</p> <ul style="list-style-type: none">Categorize and mark messages for future use.Organize messages using folders. <p>Managing Contacts</p> <ul style="list-style-type: none">Create and edit contacts in Outlook.Utilize tools in order to view and print contacts. <p>The Outlook Calendar</p> <ul style="list-style-type: none">Compare appointments and meetings.Create appointments using the Outlook calendar.Navigate the Outlook calendar.Print the calendar to create a hard copy.Schedule meetings using Outlook. <p>Tasks and Notes</p> <ul style="list-style-type: none">Create and manage tasks in Outlook.Use tools to create electronic notes.
		<p>Tools and Features of Outlook</p> <p>Modifying Messages and Global Options</p> <ul style="list-style-type: none">Add characters and objects into the message body.Customize the Outlook interface.Modify message settings and options.Set up Global Options to save time.

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		<p>Managing Messages</p> <ul style="list-style-type: none"> Filter messages. Search for items in Outlook. Use criteria and sort options to organize messages. <p>Managing the Outlook Mailbox</p> <ul style="list-style-type: none"> Filter Junk E-mail. Use Cleanup Tools and Alternate Message Format to reduce mailbox storage size. <p>Automating Outlook Tasks</p> <ul style="list-style-type: none"> Organize messages automatically using the Rules Wizard. Use the Out-of-Office Assistant feature. Use the Quick Steps feature of Outlook for efficiency. <p>Working with the Outlook Calendar</p> <ul style="list-style-type: none"> Handle multiple calendars. Manage meeting responses. Set Advanced Calendar options. <p>Managing Contacts</p> <ul style="list-style-type: none"> Forward contact information. Share contact information using electronic business cards. Transfer contacts in and out of Outlook. <p>Using Tasks to Manage Outlook Activities</p> <ul style="list-style-type: none"> Manage assigned tasks. <p>Collaborating with Other Users by Sharing Workspaces</p> <ul style="list-style-type: none"> Allow others access to Outlook folders. Share Outlook calendar with other users. Share the Contacts folder with other users. <p>Managing Data Files</p> <ul style="list-style-type: none"> Change settings of created Outlook data files. Create Outlook data files for back-up purposes. Use the Archiving feature to control mailbox size.
PowerPoint Basics		
		<p>Introduction to PowerPoint</p> <ul style="list-style-type: none"> Navigate the PowerPoint environment. View a PowerPoint presentation. <p>Getting Started with PowerPoint</p> <ul style="list-style-type: none"> Create a PowerPoint presentation. Use PowerPoint Help to solve problems.

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Developing a PowerPoint Presentation

- Edit text in a PowerPoint presentation.
- Select an appropriate presentation type.
- Utilize tools to build a presentation in PowerPoint.

Performing Advanced Text Editing Operations

- Format paragraphs in order to emphasize information.
- Format text boxes in order to enhance a presentation.
- Utilize tools to format characters on PowerPoint slides.

Adding Graphical Elements to Your Presentation

- Enhance a presentation by inserting images.
- Insert shapes into a PowerPoint slide.

Modifying Objects in Your Presentation

- Animate objects in order to create interest in a presentation.
- Arrange and group objects in a manner that prevents distractions.
- Edit objects to minimize clutter.
- Format objects in a PowerPoint.

Using PowerPoint**Adding Tables to Your Presentation**

- Create a table in PowerPoint.
- Insert a table from another Office application.
- Utilize tools to format a PowerPoint table.

Adding Charts to Your Presentation

- Create a chart to organize data.
- Insert a chart from Microsoft Excel.
- Utilize tools to format a chart for readability.

Preparing to Deliver Your Presentation

- Analyze a presentation to locate errors.
- Apply transitions to a slide show.
- Print a PowerPoint presentation.
- Use PowerPoint to effectively deliver a presentation.

Modifying the PowerPoint Environment

- Customize the user interface.
- Set PowerPoint options.

Customizing Design Templates

- Add headers and footers to a PowerPoint.
- Modify slide masters and slide layouts.
- Modify the notes master and handouts master.