Unit	Lesson	Lesson Objectives

Word Basics

Introduction to Word

Create and save Word documents.

Manage your workspace.

Navigate in Microsoft Word.

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.

Unit	Lesson	Lesson Objectives

Preparing to Print

    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

    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

    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

    Create and modify building blocks to reuse content.

    Define and insert building blocks using quick parts.

    Define and insert fields.

Using Templates

    Create and modify a template.

    Manage templates using the template organizer.

    Use templates to create a document.

Controlling Content Flow

    Break a document into sections.

    Break a section of a document into columns.

    Link textboxes in a document.

    Manage flow of content in a paragraph.

Managing Documents

    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.

Unit	Lesson	Lesson Objectives

Letters, Envelopes, and Labels

Merge data from a document to create personalized letters.

Use the mail merge feature to create address labels for envelopes.

Tools and Features of Word

Adding Images to a Word Document

Change the appearance and size of an image.

Format an image and the text surrounding the image.

Insert video links.

Adding Media Elements

Add and change the format and position of a shape and its text.

Create text boxes and pull quotes.

Use Smart Art to make an illustration.

Use Word Art to change text appearance.

Collaborating on Documents

Accept and reject changes made on a document.

Compare and merge documents to identify changes in multiple versions of a document.

Mark and add comments to a document.

Prepare a document for collaboration.

Adding References and Links

Add captions and labels to tables and figures.

Add citations and a bibliography to reference sources used.

Add cross references and bookmarks for easy navigation in a document.

Add hyperlinks to related references in the same or another document.

Insert footnotes and endnotes to reference documents and add other information.

Securing Information in a Document

Hide and remove confidential information.

Protect a document by adding a password and a digital signature.

Restrict editing and formatting capability.

Using Forms to Manage Content

Create forms to gather accurate and complete data.

Modify existing forms.

Using Macros to Manage Tasks

Create and record a macro to simplify tasks.

Define macros and automate tasks using macros.

Unit	Lesson	Lesson Objectives

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 to perform calculations.

Insert functions to manage data in Excel.

Reuse formulas and functions 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 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.

Using Excel

Introduction to Functions

Create named ranges for use in functions and formulas.

Use specialized functions to perform complex tasks.

Unit	Lesson	Lesson Objectives

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 to locate and review specific data entries in worksheets.

Summarize data using outlines and subtotals.

Use filtering 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 time lines and slicers.

Present data with PivotCharts.

Tools and Features of Excel

Working with Multiple Worksheets and Workbooks

Apply 3-D references to summarize data from a series of worksheets.

Consolidate data from worksheets in different workbooks.

Manage data using links and external references.

Lookup Functions and Formula Auditing

Apply lookup functions to locate data.

Evaluate and monitor formulas to identify errors.

Identify errors using trace cells.

Sharing and Protecting Worksheets

Apply tools to protect worksheets and workbooks from unauthorized access and changes.

Collaborate on a workbook using efficient methods.

Unit	Lesson	Lesson Objectives

Automating Workbook Functionality

Analyze worksheets to locate invalid data and formulas with errors.

Apply data validation tools to ensure that the data entered in a worksheet is correct.

Create macros to automate tasks.

Creating Sparklines and Mapping Data

Create sparklines to visualize large amounts of data.

Evaluate relationships in data using 3D maps.

Forecasting Data

Apply the goal seek feature to arrive at a pre-determined outcome.

Forecast data trends.

Predict potential outcomes using data tables.

Predict potential outcomes using scenarios.

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 features.

Formatting Messages

Add recipients to an Outlook message.

Apply tools to check spelling and grammar.

Format message content.

Attachments and Illustrations

Apply tools to add illustrations to messages.

Attach files and items to messages.

Manage automatic message content.

Customizing Message Options

Apply tools to track messages.

Customize reading options in the reading pane.

Utilize tools that can recall and resend messages.

Organizing Messages

Categorize and mark messages for future use.

Organize messages using folders.

Unit	Lesson	Lesson Objectives

Managing Contacts

Create and edit contacts in Outlook.

Utilize tools to view and print contacts.

The Outlook Calendar

Create appointments using the Outlook calendar.

Navigate the Outlook calendar.

Print the calendar to create a hard copy.

Schedule meetings using Outlook.

Tasks and Notes

Create and manage tasks in Outlook.

Use tools to create electronic notes.

Tools and Features of Outlook

Modifying Messages and Global Options

Add characters and objects into the message body.

Add email accounts to Outlook.

Customize the Outlook interface.

Modify message settings and options.

Managing Messages

Filter messages.

Search for items in Outlook.

Use criteria and sort options to organize messages.

Managing the Outlook Mailbox

Filter junk email.

Use the Alternate Message Format option and Cleanup Tools to manage mailbox size.

Automating Outlook Tasks

Organize messages automatically using the Rules Wizard.

Use the Out-of-Office Assistant feature.

Use the Quick Steps feature of Outlook for efficiency.

Working the Outlook Calendar

Handle multiple calendars.

Manage meeting responses.

Set Advanced Calendar options.

Managing Contacts

Forward contact information.

Share contact information using electronic business cards.

Transfer contacts in and out of Outlook.

Unit	Lesson	Lesson Objectives

Using Tasks to Manage Outlook Activities

Manage assigned tasks.

Collaborating with Other Users by Sharing Workspaces

Allow other access to Outlook folders.

Share an Outlook calendar with other users.

Share the Contacts folders with others.

Managing Data Files

Use the Archiving feature to control mailbox size.

Work with Outlook data files.

PowerPoint Basics

Introduction to PowerPoint

Navigate the PowerPoint environment.

Use PowerPoint help.

View a PowerPoint presentation.

Developing a PowerPoint Presentation

Create and save a PowerPoint presentation.

Design a PowerPoint presentation.

Edit text in a PowerPoint presentation.

Work with slides in PowerPoint.

Performing Advanced Text Editing Operations

Format paragraphs to emphasize information.

Utilize tools to format characters on PowerPoint slides.

Adding Graphical Elements to Your Presentation

Create Smart Art to enhance a presentation.

Enhance a presentation by inserting images.

Insert shapes into a PowerPoint slide.

Arrange and size objects.

Insert icons and 3D models.

Modifying Graphical Elements

Animate objects.

Customize Smart Art.

Format 3D models.

Format icons.

Format images.

Format shapes.

Unit	Lesson	Lesson Objectives

Preparing to Deliver Your Presentation

Analyze a presentation to locate errors.

Apply transitions to a slide show.

Print a PowerPoint presentation.

Use PowerPoint to deliver a presentation.

Using PowerPoint

Customizing Design Templates

Modify slide masters and slide layouts.

Add headers and footers to a PowerPoint.

Customize the notes master and handouts master.

Using Ink to Hand Draw Elements

Explain how to write math equations in PowerPoint.

Demonstrate how to draw objects in 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.

Working with Media

Add a screen recording to a presentation.

Add audio to a presentation.

Add video to a presentation.

Building Advanced Transitions and Animations

Apply the morph transition to objects in a presentation.

Customize animations in a presentation.

Finalizing a Presentation

Annotate a presentation to make collaboration easier.

Record a presentation for future use.

Review a presentation when collaborating with another user.

Set up a slide show.

Unit	Lesson	Lesson Objectives

Customizing Presentation Navigation

Add hyperlinks and action buttons.

Create a custom slide show for a specific audience.

Divide a presentation into sections.

Securing and Distributing a Presentation

Create a video or CD to distribute a presentation.

Secure a presentation for distribution.