

## Course Description

### TECHNOLOGY: Computer Fundamentals (MSFT Office)

**COURSE DESCRIPTION:** In this introductory course, students learn how to use Microsoft Word, Excel and PowerPoint 2000 to create, analyze, edit, share and publish information for a variety of audiences and purposes. Through step-by-step tutorials and a project-based approach to learning, students become familiar with the key concepts and basic skills of today's information technology sector.

**PREREQUISITES:** None

**COURSE LENGTH:** Two Semesters or Block

**REQUIRED MATERIAL:** MS Office 2000, 2002, or 2003

#### **COURSE OUTLINE:**

##### **Word I**

- Creating Documents
- Formatting Your Text
- Working with Graphics
- Customizing Your Documents
- Saving Time with Wizards

##### **Excel I**

- Creating Spreadsheets
- Using Workbooks
- Creating Business Forms
- Working with Formulas and Charts

##### **PowerPoint I**

- Creating Slides
- Working with Design Templates
- Organizing Your Slides
- Working with Multimedia

##### **PowerPoint II**

- Creating Charts
- Building A Presentation
- Adding Special Effects

##### **Internet Basics**

- Getting Started
- Researching, Collaborating, and Publishing
- Setting Security and Privacy Options

##### **Email Basics**

- Getting Started
- Sending and Receiving Messages
- Managing Your Address Book
- Organizing Your Messages
- Setting Security and Privacy Options

##### **Word II**

- Creating Complex Documents
- Adding Tables, Charts and Graphs
- Designing Business Documents
- Using Word's Organizing and Editing Tools
- Working with Advanced Formatting Options

##### **Excel II**

- Creating Complex Spreadsheets
- Using Advanced Formatting Techniques
- Preparing Your Documents for Printing
- Working with Data
- Using Formulas and Functions
- Editing and Validating Data