

Topic	Lesson	Objective1	Objective2	Objective3	Objective4	Objective5
<b>Introduction to Computers</b>						
	The Computer System	Comparing, adding, and subtracting numbers	Identify different types of computers	Identify different types of computer memory		
	Parts of a Computer	Identify the different components	Recognize input devices	Identify the processing unit	Recognize output devices	Recognize storage devices
	Software	Identify application software	Identify operating system software			
	Desktop and Document Windows	Locate desktop elements	Locate word processing elements			
<b>Orientation</b>						
	Get Started	Starting and exiting programs	Identify Screen elements	Use the mouse		
	Menus and Toolbars	Use menus and toolbars	Hide/Display the task pane			
	Use Settings, Displays, and Help	Use default settings	Change window displays	Get Help		
	Managing and Searching for Files	Use Windows Explorer to Manage Files	Search for Files			
<b>Word Processing</b>						
	Create and Save Documents	Create a Document	Using Spell and Grammar Check	Save and Close a Document		
	Creating a Business Letter and Printing	Create a Business Letter	Use Print and Print Preview			
	Open and Edit Documents	Open a Document	Insert and Delete Text	Show/Hide Formatting Marks		
	Undoing an Action and Saving As	Undo/Redo an Action	Save As	Making Envelopes		
	Text Alignments, Enhancements, and Effects	Align Text	Use Bold, Italic, and Underline			
	Changing Fonts	Change Fonts and Font Size	Copy Formatting			

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	Using Symbols	Use Symbols, Bullets, and Numbering				
	Basic Document Formatting and Editing	Indent Text	Change Line Spacing	Move and Copy Text		
	Additional Document Formatting and Style	Apply, Edit, and Create a Style	Use a Template	Outline Text		
	Using Thesaurus and Finding and Replacing Text	Using Thesaurus	Find and Replace Text			
<b>Integrating Word Processing</b>						
	Work with the Internet	Launch and Navigate the Web Browser	Switch Between Applications	Creating, Using and Organizing Placeholders		
	Copying Text from a Website; Searching the Internet	Copy Text from a Website	Searching the Internet			
	Work with Multiple-Page Documents and Multiple Documents	Format Multi-Page Documents	Use Headers and Footers			
	Comparing, Merging, and Displaying Multiple Documents	Prevent Widow/Orphan Lines	Compare and Merge Documents	Display Multiple Documents		
	Work with Columns, Tables, and Forms	Use Newsletter-Style Columns	Create a Table			
	Changing Table Format	Change Column Width and Row Height	Align Table Data	Change Text Direction		
	Inserting/Deleting; Applying Formats; Changing Page Orientation	Insert and Delete Columns and Rows	Apply Automatic Formats	Change Page Orientation		
	Correspondence with Tables; Forms	Create Correspondence with Tables	Create a Form			
	Work with AutoText and Macros	Create and Insert AutoText				
	Inserting a File; Macros	Insert a File	Record, Run/Play a Macro			

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	Merge Documents	Create and Merge Main and Data Source Documents				
	Editing Data Source; Envelopes	Edit the Data Source	Create and Merge Envelope and Label Main Documents			
	E-mail	Attach a File to an E-mail	Merge E-mail with Data Source Document			
<b>Desktop Publishing</b>						
	Work with Objects and Lines	Insert, Position, Size, Rotate, Copy, and Delete an Object	Use Text-Wrap			
	Lines and Text Boxes	Use Lines, Line Styles, and Line Colors	Use Text Boxes and Their Properties			
	Work with Drawing Tools	Create, Position, and Size a Shape	Apply a Border and Fill			
	Grouping Objects	Group and Layer Objects	Copy, Group, Ungroup, and Regroup Shapes and Objects	Change the Direction of an Object		
	Add Special Effects	Use WordArt	Create Watermarks			
	Reverse Text; Letter Spacing	Create Reverse Text	Use Letter Spacing			
<b>Spreadsheets</b>						
	Create, Save, and Print a Worksheet	Enter Labels and Values	Save, Print, and Close a File	Make Simple Corrections		
	Use Formulas; Format and Enhance Worksheet Data	Use Formulas	Format and Enhance Data			
	Copy a Formula	Align Data	Copy Formulas			
	Insert/Delete; Borders and Shading	Insert and Delete Columns and Rows	Apply Borders and Shading			
	Use Functions, Additional Formatting, and Editing	Use Functions	Use Print and Page Setup Options			

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	IF Statements; Sorting	Use IF Statements	Sort			
	Linking and Filtering	Link Workbooks	Filter Records			
	Create and Edit Charts	Create a Column and Pie Chart	Create a Bar and Line Chart	Edit and Enhance a Chart		
	Integrate Worksheets with Other Applications	Insert a Worksheet into a Word Document	Insert a Worksheet or Chart as an Embedded Object into a Word Document	Insert a Worksheet and Chart as Linked Objects into a Word Document	Link a Worksheet to the Web	
<b>Database</b>						
	Plan, Create, and Save a Database	Plan, Create, and Save a Database	Use Database Views			
	Open and Edit a Database	Open a Database	Enter Records	Change Column Width		
	Print a Database	Preview and Print	Use Forms			
	Inserting and Deleting Records	Insert and Delete Records				
	Modify and Format a Database	Modify the Database	Hide/Unhide Fields and Records			
	Search and Sort a Database	Sort				
	Use Queries and Create Reports	Create, Save, and Print a Query	Create and Print a Report			
	Integrate Databases with Other Applications	Import Worksheet Data into a Database	Export a Database to a Word Document			
<b>Presentations</b>						
	Create and Save a Presentation	Create and Save a Presentation				
	Print a Presentation	Printing a Presentation	Apply a Design Template			
	Enhance Slides; Work with Text and Objects	Open a Presentation	Move, Copy, and Delete Slides			
	Slide Master	Use a Slide and Title Master				

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	Macros	Create and Play a Macro				
	Templates; Importing	Use a Template Presentation	Import a Slide from Another Presentation			
	Work with Slide Shows	Add Slide Transitions, Sound, and Animation				
	Self-Running Presentation; Backgrounds	Create a Self-Running Presentation	Customize Slide Background			
	Integrate Presentations with Other Applications	Embed a Slide into a Word Document	Link Slides to Other Applications			
<b>Websites</b>						
	Work with Web Pages	Save a Word Document or PowerPoint Presentation as a Web Page	Apply a Background or Theme			
	Creating a Web Form	Create a Web Form in Word				
	Create Web Page; Link Files	Create a Web Page Using a Word Web Template	Link Files			