Week One

Website/Drop box Introduction

Folder Setup

Office Vocabulary

Dialog Box Lists

Word Window

Auto Correct Options

Horizontal/Vertical Alignment

Line Spacing & Before/After Spacing

Memorandum Formatting and Purpose

Week Two

Business Letters

Parts of a business letter

Creating Envelopes

Keyboard Shortcuts

Font Dialog Box Formatting

Week Three

Setting Tabs

Font Face Categories

Week Four

February Break

Week Five

Proofreader Marks

Auto Shapes

Format Painter

Highlighter Tool

Moving and Copying Text

Symbols

Week Six

Indents

Sorting

Bulleted and Numbered Lists

Styles

Margins

Week Six Continued

Page Orientation

Themes

Week Seven

Tables

Week Eight

Mail Merge

Week Nine

Columns

Breaks

Dropped Caps

Borders

Shading

Smart Art

Images

Week Ten

PowerPoint Window

Placeholders

Adding/Deleting Slides

Slide Layout

Apply Theme

Clip Art

Theme Colors & Fonts

Background Style

PPT Views

Templates

Copy, Duplicate and Delete Slides

Rearrange Slides

Insert Header/Footer/Date/Slide Numbers

Week 11

Break

Week 12

Printing Options

Orientation

Formatting

Symbols

Text Box

WordArt

Tables

Charts

SmartArt

Week 13

Rulers/Guides/Gridlines

Draw and Format Shapes

Insert Pictures

Insert Movies

Slide Transitions

Animations

Timings

Action Buttons/Hyperlinks

Week 14

Excel Basics

Navigating a Spreadsheet

Formatting a Spreadsheet

Week 15

Organize a Worksheet

Fill Handle

Freeze Panes

Formulas

Week 16

Absolute/Mixed/Relative Referencing

Function Formulas

Week 17

Filters

Sort

Conditional Formatting

Sheet Tabs

Charts

Week 18

Charts Continued

Cell Referencing to other Sheets

Week 19

Review for Final Exam

Week 20

Final Exam