

Learning to Use Computers with Windows XP and Office 2007 Course Outline

Section 1 - Hardware

- Turning on the Computer
- The Monitor
- The Keyboard
- The Mouse
- The Central Processing Unit Modems and Printers
- Disk Storage Systems

Section 2 - Software

- Operating Systems
- Units of Measure
- Files and Folders
- Hard Disk Storage
- Command Prompt
- Application Software

Section 3 - Using Windows XP

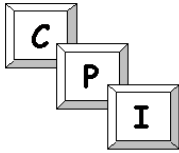
- User Accounts
- Passwords and Images
- The Desktop and Icons
- The Taskbar
- The Start Menu
- Windows Explorer
- Viewing Folder Contents
- Help with Office XP
- Starting Applications
- Managing Windows
- Menus and Dialog Boxes
- Turning Off the Computer

Section 4 - Office 2007 Essentials

- New User Interface
- Office Button
- Options
- Quick Access Toolbar
- The Ribbon
- Getting Help
- Saving and Organizing Files
- Deleting Files and Folders
- Emptying the Recycle Bin

Section 5 - Word Processing

- Word Screen Elements
- View Buttons
- Entering Text
- Saving Files
- Navigating in Documents
- Editing Files
- Undo Feature and Spell Check
- Previewing and Printing Documents
- Exiting Word



Section 6 - Formatting and Editing with Word

- Selecting Text
- Font Formatting
- The Mini Toolbar
- Cut, Copy and Paste
- Show/Hide Edit Marks
- Paragraph Alignment
- Multi-Page Documents
- Page Breaks
- Page Numbers
- Headers and Footers
- Bullets and Numbering
- Line Spacing

Section 7 - Spreadsheet Basics

- Launching Excel
- New Interface
- Office Button and Ribbon
- Worksheet Basics
- Entering Data
- Sizing Columns
- Selecting Cells, Rows and Columns
- Editing Data
- Deleting Data
- Undo and Redo Features
- Previewing Files
- Printing Files
- Exiting Excel

Section 8 - Formulas and Functions

- The Formula Bar
- Arithmetic Operators
- Simple Formulas
- Addition and Subtraction Functions
- Syntax and Sum Function
- AutoSum Button
- Count Function
- Creating Averages
- AutoFill
- AutoCalculator

Section 9 - Presentation Basics with PowerPoint

- PowerPoint Terms
- Starting PowerPoint
- Screen Elements
- Creating Presentations
- Text Boxes
- Editing and Deleting Text
- Formatting Text
- Manipulating Text Boxes
- Using Placeholders
- Adding Slides
- Opening Presentations
- Slide Views
- Slide Navigation
- Enhancing Presentations
- Clip Art
- Exiting PowerPoint