



# Learning to Use Computers with Office 2010

## Course Outline

### Section 1 - Hardware Basics

- Turning on the computer
- Monitor
- Keyboard
- Mouse
- Central Processing Unit
- Modems and printers
- Disk storage devices
- CD's and DVD's and USB's

### Section 2 - Software Basics

- Operating systems
- Units of measure
- Libraries, files and folders
- Local disk storage
- Command prompt
- Application software

### Section 3 - Using Windows 7

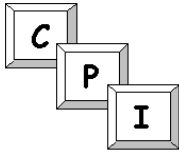
- User accounts
- Passwords and images
- The Desktop and icons
- Taskbar and Start menu
- Windows Explorer
- Libraries and folders
- Launching applications
- Managing multiple windows
- Aero Peek preview
- Shake and Snap features
- Menus and dialog boxes
- Ending a session

### Section 4 - Office 2010 Essentials

- Fluent User Interface
- File Backstage Navigation view
- Options
- Quick Access Toolbar
- Customize the Ribbon
- Getting Help
- Saving and organizing files
- Recover unsaved documents
- Deleting files and folders
- Restoring deleted items
- Emptying the recycle bin

### Section 5 - Word Processing

- Word screen elements
- View buttons
- Entering text with word wrap
- Saving documents
- Navigating in documents
- Editing in documents
- Undo command and Spell Check
- Printing documents in Backstage view
- Exiting Word



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## Section 6 - Formatting and Editing with Word

- Selecting text
- Font formats
- 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
- Worksheet basics
- Entering data in cells
- Sizing columns
- Selecting cells, rows and columns
- Editing data
- Deleting data
- Undo and Redo commands
- Preview in Backstage view
- Printing worksheets
- Exiting Excel

## Section 8 - Formulas and Functions

- Using the Formula bar
- Arithmetic operators
- Simple formulas
- Addition and Subtraction
- Functions
- Syntax and SUM function
- AutoSum button
- COUNT function
- AVERAGE function
- AutoFill
- Status bar calculations
- Customize the status bar

## Section 9 - Presentation Basics with PowerPoint

- PowerPoint terminology
- Launching PowerPoint
- Screen elements
- Creating presentations
- Using placeholders
- Drawing text boxes
- Editing and deleting text
- Formatting text
- Inserting new slides
- Opening presentations
- Slide views
- Slide navigation techniques
- Clip Art
- Exiting PowerPoint