

Windows Operating System:

Using Windows, Views and Toolbars

- Using views and toolbars
- Hiding and displaying a window toolbar
- Changing views in a window
- Sorting the Details View
- Using the Back and Forward buttons
- Scrolling a window
- Arranging icons

Working with Multiple Windows

- Switching between open windows
- Showing the desktop
- Cascading open windows
- Tiling open windows

Organizing Files and Folders

- Working with My Computer
- Navigating folders
- Creating a new folder
- Selecting multiple items
- Copying/moving files and folders
- Renaming files and folders
- Deleting files and folders
- Using Undo
- Creating shortcuts to files or folders
- Sending a shortcut to the desktop
- Using the Folders list
- Using Windows Explorer

Searching for Files and Folders

- Using the Search Companion
- Searching for files/folders
- Clearing a search
- Using search options
- Searching for media files

Working with Storage Devices

- Formatting a diskette
- Sending files to diskette

Managing Users and Shutting Down

- Switching users
- Logging off your computer
- Shut down your computer

Word Processing:

Inserting and Modifying Text

- Insert, modify, and move text and symbols
- Apply and modify text formats
- Correct spelling and grammar usage
- Apply font and text effects
- Enter and format Date and Time
- Apply character styles

Creating and Modifying Paragraphs

- Modify paragraph formats
- Set and modify tabs
- Apply bullet, outline, and numbering format to paragraphs
- Apply paragraph styles

Formatting Documents

- Create and modify a header and footer
- Apply and modify column settings
- Modify document layout and Page Setup options
- Create and modify tables
- Preview and Print documents

Managing Documents

- Manage files and folders for documents
- Save documents using different names and file formats and locations

Working with Graphics

- Insert images and graphics
- Create and modify diagrams and charts

Spreadsheet:

Working with Cells and Cell Data

- Insert, delete and move cells
- Enter and edit cell data including text, numbers, and formulas
- Check spelling
- Find and replace cell data and formats

Managing Workbooks

- Manage workbook files and folders
- Create workbooks using templates
- Save workbooks using different names and file formats and locations

Formatting and Printing Worksheets

- Apply and modify cell formats
- Modify row and column settings
- Modify row and column formats
- Use automated tools to format worksheets
- Modify Page Setup options for worksheets
- Preview and print worksheets and workbooks

Modifying Workbooks

- Insert and delete worksheets
- Modify worksheet names and positions

Creating and Revising Formulas

- Create and revise formulas
- Use statistical, date and time, financial, and logical functions in formulas

Creating and Modifying Graphics

- Create, modify, position, and print charts
- Create, modify, and position graphics

Presentation:

Creating a Presentation

- Create presentations (manually and using automated tools)
- Add slides to and delete slides from presentations

Inserting and Modifying Text

- Import text from Word
- Insert, format, and modify text

Inserting and Modifying Visual Elements

- Add tables, charts, clip art, and bitmap images to slides
- Add OfficeArt elements to slides
- Apply custom formats to tables

Modifying Presentation Formats

- Apply formats to presentations
- Apply animation schemes
- Apply slide transitions
- Customize slide formats
- Customize slide templates
- Rearrange slides
- Modify slide layout
- Add links to a presentation

Printing Presentations

- Preview and print slides, outlines, handouts, and speaker notes

Working with Data from Other Sources

- Export a presentation as an outline

Managing and Delivering Presentations

- Set up slide shows
- Deliver presentations
- Manage files and folders for presentations
- Work with embedded fonts

Internet:

Navigate the Internet

- Launch the web browser.
- Locate sites by address (URL).
- Navigate web pages.
- Save a web page to the local disk
- Create and organize bookmarks.

Create a Topical Search

- Locate and use a search engine
- Create a search by topic
- Create a delimited search by topic

Evaluate Web Content for Validity

- Five criteria

E-mail:

Creating and Viewing Messages

- Display and print messages
- Compose and send messages to corporate/workgroup and Internet addresses
- Insert signatures and attachments

Managing Messages

- Move messages between folders
- Search for messages
- Save messages in alternate file formats
- Use categories to manage messages
- Set message options

Creating and Managing Contacts

- Create and edit contacts
- Organize and sort contacts
- Link contacts to activities and journal entries

Online Course Content:

Navigate Moodle

- Launch Moodle
- Locate sites using the Main Menu
- Print a page to the printer
- Save a file to a local drive

On line testing

- Take on line test
- Check grades on line

On line Discussion Board

- Create a discussion board posting
- Reply to a discussion board posting
- Read discussion board posting

Submitting Homework

- Submit homework via Moodle