Computer Skills For The Real World

Overview of Computers, Microsoft® Outlook® Email, Word®, PowerPoint® and Solution Point's Student Grade Book with A Primary Focus on Working with Microsoft® Excel®

Course Overview

A light overview will be provided on the history of computers, data types, electronic communication, and Internet & social media safety as well as working with Microsoft's File Explorer/Windows® Explorer®. The emphasis of this course will be placed on how to use Microsoft® Word® & Excel® to aid students in effectively using these tools in the preparation of working in today's business world. During the course, students will learn to store documents in folders they create, how to organize document folders, understand basic computer/software terminology, use Microsoft® Word® to create basic documents, and work within Microsoft® Excel® to create basic spreadsheets and charts.

Who Should Attend

To ensure success, participants will need to be familiar with using a keyboard and mouse.

Introduction to the PC

Students learn the basics about computers and how technology has improved over the years. They learn the history of computers, including an introduction to Microsoft Windows and other operating systems.

Introduction

A History of Personal Computing
The Key Building Blocks of a Computer
The Internet & Internet Safety
Once on the Internet, It's There Forever

What Do They Mean by The Cloud?
What Is an OS?
What Is an Icon?

Introduction to Data Types

Students learn key types of data and how to gather, evaluate, and present those data. They explore Open Office or Microsoft Office and discover how to use the applications to manage data. They also learn about the Internet.

Introduction

Key Types of Data and Usage
Introduction to Microsoft® Office®

What's a Font
WYSIWYG

Introduction to Microsoft® Windows®

Students are introduced to the File Explorer feature and learn the difference between files and folders, how to create folders, and place files within folders.

Introduction

Introduction to the Windows® Operating System
Keyboard Keys & Components
Minimize, Maximize, & Close Icons
Introduction to Data Storage
Files Versus Folders
Create Folders
Move Folders
Copy Folders

Select Multiple Folders
Move Multiple Folders
Copy Multiple Folders
Rename Folders
Select Files
Move Files
Copy Files
Rename Files

Introduction to Electronic Communication Using Microsoft® Outlook®

Students are introduced to various means of communication, such as e-mail, blogs, Web pages, and instant messaging. In addition, they learn the various guidelines and social issues around this technology.

Introduction

E-mail Dos and Don'ts
Create, Open, & Print Email Messages
Reply, Forward, & Delete Email Messages
Attach Files To Email Messages

Open Email Attachments
Organize & Store Email Messages
Create, Copy, & Move Email Folders
Copy & Move Email Messages

Working with Solution Point's Student Grade Book

Utilizing the Student Grade Book will help students and parents track each school year's academic and extra-curricular activities and assist with Academic Records Check-in. Students are introduced to various components of the Student Grade Book, and learn how to enter their grades, track attendance, and understand how their report cards are automatically generated. Please, they learn how to track their book reading, extra-curricular activities, field trips, and volunteer service hours. In this class segment, students will learn to:

Track Attendance
Enter Course Details Which Automatically Generates
   the Course Summary Report
Explain How the Report Card Is Automatically
   Generated

Enter Class Grades
Allocate Weights to Various Course Components
   (Homework, Quizzes, Tests, & Other Categories)
Record Book & Reading Activity
Enter Field Trip Events
Track Volunteer Service Hours

Introduction to Microsoft® PowerPoint®

Students learn to create basic presentations, add animation, and apply slide transitions using Microsoft® PowerPoint®.

Getting Started with Microsoft® PowerPoint®

Create Blank Presentations
Modify Presentation Background Designs
Create New Presentations with Pre-Designed
   Backgrounds

Change Slide Layout
Add Text & Graphic Animation
Apply Slide Transitions
Learn Presentation Tools

Introduction to Microsoft® Word®

OVERVIEW

Microsoft® Word® is designed to teach basic document creation skills, such as creating, editing, and formatting documents. You'll learn to apply a variety of techniques for improving the appearance and accuracy of your document's content. In this course, you'll learn how to use Microsoft® Word® to:

- Navigate and perform common tasks
- Create, edit and format documents.
- Add page borders, colors, headers, and footers.

- Add design elements and layout options.
- Proof documents.

CONTENT

Getting Started with Microsoft® Word®

Navigate in Microsoft Word
Create and Save Word Documents
Select Text & Edit Document Information
Preview and Print Documents

Formatting Text and Paragraphs

Apply Character Formatting
Control Paragraph Layout
Align Text Using Tabs
Display Text in Bulleted or Numbered Lists
Apply Borders and Shading

Inserting Graphic Objects

Add & Modify Graphic Objects to a Document

Controlling Page Appearance

Apply a Page Border and Color
Add Headers and Footers
Control Page Layout

Preparing to Publish a Document

Check Spelling and Grammar

MICROSOFT® EXCEL®

OVERVIEW

Microsoft® Excel® is a tool used in businesses everywhere and the ability to use the program is a foundational skillset needed to acquire many jobs in today's business world. A significant portion of class time will be spent learning Excel®. Therefore, this segment of the course aims to provide you with the basic Excel® knowledge to begin organizing, calculating, analyzing, revising, updating, and presenting data.

The goal of this portion of the course is to help you:

- Get started with Microsoft® Office Excel®
- Perform calculations
- Modify a worksheet

- Format a worksheet
- Print workbooks
- Manage workbooks

CONTENT

Getting Started with Microsoft® Excel®

Navigate the Excel User Interface
Use Excel Commands
Create and Save a Basic Workbook
Enter Cell Data
Use Excel Help

Performing Calculations

Create Worksheet Formulas
Insert Functions
Reuse Formulas

Modifying a Worksheet

Insert, Delete, and Adjust Cells, Columns, and Rows
Search for and Replace Data

Formatting a Worksheet

Apply and Modify Fonts
Add Borders and Colors to Worksheets
Apply Number Formats
Align Cell Contents

Printing Workbooks

Preview and Print a Workbook
Define the Page Layout

Managing Workbooks

Manage Worksheets
Manage Workbook

Creating Charts

Insert an Embedded Chart
Create a Chart Sheet