

# Learn-by-Doing: Microsoft 365 - Word (Level 1)

## Curriculum Guide

Lesson		Skills	Approximate Completion Time (in hours)	
<b>Part 1: Document Basics</b>				
1.1	<b>Getting Started</b>	<i>Navigating Word</i>	<ul style="list-style-type: none"> <li>■ Create a blank document</li> <li>■ Explore Backstage View</li> <li>■ Identify tabs and groups</li> <li>■ Change document views</li> <li>■ Close Word</li> </ul>	.75
1.2	<b>Oh, the Places You'll Save!</b>	<i>Exploring Places to Save Work</i>	<ul style="list-style-type: none"> <li>■ Create a folder</li> <li>■ Log into OneDrive</li> <li>■ Sync to OneDrive</li> </ul>	.5
1.3	<b>Start of the Year Goals</b>	<i>Creating Your First Document</i>	<ul style="list-style-type: none"> <li>■ Customize views by using zoom settings</li> <li>■ Save a document</li> <li>■ Close a document</li> </ul>	.75
1.4	<b>Start of the Year Goals 2</b>	<i>Retrieving a Document</i>	<ul style="list-style-type: none"> <li>■ Open and revise an existing document</li> <li>■ Turn off AutoSave</li> <li>■ Print a document</li> <li>■ Modify print settings</li> <li>■ Use Save As</li> <li>■ Save documents in alternative file formats</li> </ul>	.5 - .75
1.5	<b>Believe Me Ideas</b>	<i>Sharing a Document</i>	<ul style="list-style-type: none"> <li>■ Share documents electronically</li> </ul>	.75
1.6	<b>How to Get There</b>	<i>Editing Basics</i>	<ul style="list-style-type: none"> <li>■ Cut, copy, and paste text</li> </ul>	.5
1.7	<b>What Kind of Learner Am I?</b>	<i>Customizing the Quick Access Toolbar</i>	<ul style="list-style-type: none"> <li>■ Use Undo and Redo</li> <li>■ Customize the Quick Access toolbar</li> <li>■ Use the Tab key to indent text</li> </ul>	.75 - 1
1.8	<b>You Are So Smart</b>	<i>Getting Help and Information</i>	<ul style="list-style-type: none"> <li>■ Use Search</li> <li>■ Insert a cover page</li> <li>■ Locate and remove hidden properties and personal information</li> <li>■ Modify basic document properties</li> </ul>	.75
1.9	<b>My Action Plan</b>	<i>Working with PDF File Types</i>	<ul style="list-style-type: none"> <li>■ Open a PDF in Word for Editing</li> </ul>	.5
<b>Part 1 Skills Mastery</b>		Skills Mastery Assessments are located with the Instructor Resources.		
<b>Part 2: Formatting Text</b>				
2.1	<b>Decades of Slang</b>	<i>Formatting Text</i>	<ul style="list-style-type: none"> <li>■ Apply font formatting</li> <li>■ Clear formatting</li> </ul>	.75
2.2	<b>Top 10 Formulas</b>	<i>Enhancing and Formatting Text</i>	<ul style="list-style-type: none"> <li>■ Format paragraphs as numbered lists</li> <li>■ Apply font formatting</li> <li>■ Insert symbols and special characters</li> </ul>	.75
2.3	<b>Back to School BBQ</b>	<i>Formatting Text with Effects</i>	<ul style="list-style-type: none"> <li>■ Apply text effects</li> <li>■ Apply a text highlight color</li> <li>■ Apply formatting by using Format Painter</li> </ul>	.5 - .75
2.4	<b>What's Cooking</b>	<i>Enhancing Proofreading Skills</i>	<ul style="list-style-type: none"> <li>■ Replace text by using AutoCorrect</li> <li>■ Remove a word from AutoCorrect</li> <li>■ Show and hide formatting symbols and hidden text</li> </ul>	.75
<b>Part 2 Skills Mastery</b>		Skills Mastery Assessments are located with the Instructor Resources.		

Lesson		Skills	Approximate Completion Time (in hours)	
<b>Part 3: Formatting Paragraphs &amp; Editing Text</b>				
<b>3.1</b>	<b>Spirit Team Promo</b>	<i>Changing Paragraph Line Spacing</i>	<ul style="list-style-type: none"> <li>■ Set line and paragraph spacing and indentation</li> <li>■ Show and hide formatting symbols</li> </ul>	.75
<b>3.2</b>	<b>Homecoming Weekend Invitation</b>	<i>Applying Text Alignment</i>	<ul style="list-style-type: none"> <li>■ Use a soft return</li> <li>■ Use a hard return</li> <li>■ Change text alignment</li> <li>■ Add borders</li> </ul>	.5 - .75
<b>3.3</b>	<b>There's an App for That</b>	<i>Using Indents and Paragraph Spacing</i>	<ul style="list-style-type: none"> <li>■ Set line and paragraph spacing and indentation</li> </ul>	.5
<b>3.4</b>	<b>I'm So Bored!</b>	<i>Creating Lists</i>	<ul style="list-style-type: none"> <li>■ Format paragraphs as numbered or bulleted lists</li> <li>■ Increase and decrease list levels</li> <li>■ Set starting number values</li> <li>■ Restart list numbering</li> <li>■ Change bullet characters and number formats</li> <li>■ Define custom bullet characters</li> </ul>	1
<b>3.5</b>	<b>Top Vacation Spots</b>	<i>Working with Numbered Lists</i>	<ul style="list-style-type: none"> <li>■ Define custom number formats</li> <li>■ Increase and decrease list levels</li> <li>■ Restart and continue list numbering</li> </ul>	.75
<b>3.6</b>	<b>A-Z Guide for School Success</b>	<i>Applying Background Shading and Sorting Text</i>	<ul style="list-style-type: none"> <li>■ Sort paragraph text</li> <li>■ Shade background of text</li> </ul>	.75
<b>3.7</b>	<b>Letter to an Incoming Freshman</b>	<i>Using Find and Replace</i>	<ul style="list-style-type: none"> <li>■ Find and replace text</li> <li>■ Find and replace text formatting</li> </ul>	.75
<b>3.8</b>	<b>Something Like That</b>	<i>Proofing Your Document</i>	<ul style="list-style-type: none"> <li>■ Use the Editor</li> <li>■ Use the Thesaurus</li> <li>■ Use Word Count</li> <li>■ Use Character Count</li> </ul>	.5 - .75
<b>3.9</b>	<b>Kids Who Code Meeting Minutes</b>	<i>Applying Text Styles</i>	<ul style="list-style-type: none"> <li>■ Apply built-in styles to text</li> <li>■ Create and save a style</li> </ul>	.75
<b>3.10</b>	<b>Kids Who Code Meeting Minutes 2</b>	<i>Applying Hyperlinks to Text</i>	<ul style="list-style-type: none"> <li>■ Use the Style Inspector</li> <li>■ Insert hyperlinks</li> <li>■ Apply style sets</li> </ul>	.5
<b>3.11</b>	<b>Travel Help</b>	<i>Translating Text</i>	<ul style="list-style-type: none"> <li>■ Translate a selection</li> <li>■ Translate an entire document</li> <li>■ Insert translation results into a document</li> </ul>	.75
<b>Part 3 Skills Mastery</b>		Skills Mastery Assessments are located with the Instructor Resources.		
<b>Part 4: Working with Tables</b>				
<b>4.1</b>	<b>Midterm Exam Schedule</b>	<i>Using Table Basics</i>	<ul style="list-style-type: none"> <li>■ Create a table by specifying rows and columns</li> <li>■ Change cell alignment</li> <li>■ Resize rows and columns</li> </ul>	.5
<b>4.2</b>	<b>Midterm Exam Schedule 2</b>	<i>Working with Rows, Columns, and Cells</i>	<ul style="list-style-type: none"> <li>■ Vertically center a table on a page</li> <li>■ Insert and delete rows, columns, and cells</li> <li>■ Merge and split cells</li> </ul>	.5
<b>4.3</b>	<b>City Life</b>	<i>Formatting Tables</i>	<ul style="list-style-type: none"> <li>■ Shade cells, rows, and columns</li> <li>■ Apply borders</li> <li>■ Configure cell margins and spacing</li> <li>■ Resize tables</li> </ul>	.5
<b>4.4</b>	<b>City Life 2</b>	<i>Enhancing Tables with Styles</i>	<ul style="list-style-type: none"> <li>■ Apply table styles</li> <li>■ Modify table styles</li> </ul>	.5

# Curriculum Guide

Lesson			Skills	Approximate Completion Time (in hours)
4.5	<b>MLB All-Time Home Run Leaders</b>	<i>Working with Data in a Table</i>	■ Sort table data ■ Change text direction in a table	.75
4.6	<b>Let's Make a Date</b>	<i>Using Quick Tables</i>	■ Use Quick Tables ■ Use AutoFit to resize tables	.75
4.7	<b>Career and Technical Education</b>	<i>Modifying a Table</i>	■ Configure a repeating row header ■ Split tables	.75
4.8	<b>Shopping List</b>	<i>Performing Calculations in a Table</i>	■ Calculate the sum of a column or row ■ Find the average of a column or row ■ Determine the product of a row ■ Format the results of a formula ■ Toggle field codes ■ Update a formula	.75
4.9	<b>School Fundraiser</b>	<i>Working with Excel in Your Document</i>	■ Insert a table as an Excel spreadsheet ■ Use SUM, AVERAGE, MIN, and MAX functions ■ Change number format in a spreadsheet ■ Use Fill options	.75
4.10	<b>Career Exploration</b>	<i>Inserting Objects</i>	■ Insert text from a file or external source	.75
<b>Part 4 Skills Mastery</b>		Skills Mastery Assessments are located with the Instructor Resources.		
<b>Part 5: Working with Tabs</b>				
5.1	<b>Guidance Counselor Caseloads</b>	<i>Using Tab Basics</i>	■ View the Ruler ■ Use the default tab	.5
5.2	<b>Hot Jobs</b>	<i>Converting Text to Tables</i>	■ Set tabs using the ruler ■ Convert text to tables	.75
5.3	<b>Kid Millionaires</b>	<i>Setting Custom Tabs</i>	■ Set tabs using the dialog box ■ Use dot leaders	.5
5.4	<b>Shopping List 2</b>	<i>Converting Tables to Text</i>	■ Convert tables to text	.5
5.5	<b>Honors Night Program</b>	<i>Changing Tab Alignment</i>	■ Clear tabs	.5
<b>Part 5 Skills Mastery</b>		Skills Mastery Assessments are located with the Instructor Resources.		
<b>Part 6: Working with Columns and Page Setup</b>				
6.1	<b>ID Theft</b>	<i>Formatting Text into Columns</i>	■ Format text in multiple columns ■ Set up document pages	.75
6.2	<b>Password Power</b>	<i>Using Column Breaks</i>	■ Set up document pages ■ Insert column breaks	.75
6.3	<b>Top Performers</b>	<i>Enhancing the Appearance of the Page</i>	■ Set up document pages ■ Configure page background elements ■ Insert section breaks ■ Change page setup options for a section	.75
6.4	<b>ID Theft 2</b>	<i>Adding a Cover Page to a Document</i>	■ Insert a cover page ■ Configure page background elements	.75
6.5	<b>Password Power 2</b>	<i>Enhancing Document Columns</i>	■ Apply hyphenation ■ Adjust column width	.5
<b>Part 6 Skills Mastery</b>		Skills Mastery Assessments are located with the Instructor Resources.		

Lesson			Skills	Approximate Completion Time (in hours)
<b>Part 7: Using Headers, Footers &amp; References</b>				
7.1	<b>Student Council Letterhead</b>	<i>Using Headers and Footers</i>	■ Insert and modify headers and footers	.75
7.2	<b>Classroom Rules</b>	<i>Formatting Headers and Footers</i>	■ Insert and modify headers and footers ■ Insert page breaks ■ Insert a signature line	.75 - 1
7.3	<b>ID Theft 3</b>	<i>Advanced Headers and Footers</i>	■ Insert and modify headers and footers ■ Change page setup options for a section	.5 - .75
7.4	<b>Job Descriptions</b>	<i>Working with Bookmarks</i>	■ Link to locations within documents ■ Move to specific locations and objects in documents	.75
7.5	<b>Protect Yourself</b>	<i>Working with a Table of Contents</i>	■ Insert tables of contents ■ Update a table of contents	.75 - 1
7.6	<b>Protect Yourself 2</b>	<i>Working with Citations</i>	■ Create and modify bibliography citation sources ■ Insert citations for bibliographies ■ Insert bibliographies ■ Customize tables of contents	.75 - 1
7.7	<b>Risks and Rewards of Social Media</b>	<i>Working with a Table of Figures</i>	■ Insert figure and table captions ■ Modify caption properties ■ Modify styles ■ Insert and update a table of figures	.75
7.8	<b>Waiver and Release Form</b>	<i>Working with Footnotes and Endnotes</i>	■ Insert footnotes and endnotes ■ Modify footnote and endnote properties	.75 - 1
7.9	<b>Needs vs. Wants</b>	<i>Navigating a Document Efficiently</i>	■ Split the window ■ Search for text ■ Move to specific locations or objects in documents	.75 - 1
<b>Part 7 Skills Mastery</b>		Skills Mastery Assessments are located with the Instructor Resources.		
<b>Part 8: Working with Graphics and Visual Elements</b>				
8.1	<b>High School Musical Auditions Flyer</b>	<i>Inserting and Working with Pictures</i>	■ Insert pictures ■ Wrap text around objects ■ Format graphic elements ■ Position objects	.75
8.2	<b>Letterhead with Picture</b>	<i>Formatting Picture Styles</i>	■ Apply picture styles ■ Format graphic elements	.5
8.3	<b>Start Saving</b>	<i>Combining Pictures with Text</i>	■ Wrap text around objects ■ Position objects ■ Apply document themes	.75
8.4	<b>Life Cycle of a Butterfly</b>	<i>Using Shapes</i>	■ Insert SmartArt graphics ■ Add and modify SmartArt graphic content ■ Format SmartArt graphics ■ Insert shapes ■ Format graphic elements ■ Align objects ■ Group objects	1
8.5	<b>Visual Resume</b>	<i>Working with Graphic Elements</i>	■ Use WordArt ■ Insert text boxes ■ Use alignment guides ■ Distribute objects ■ Format graphic elements	1
8.6	<b>Playing Chess</b>	<i>Inserting an Online Video</i>	■ Insert an online video ■ Crop a picture ■ Format graphic elements	.75 - 1

# Curriculum Guide

Lesson		Skills	Approximate Completion Time (in hours)	
<b>8.7</b>	<b>YouTube Stats and Facts</b>	<i>Inserting a Screenshot</i>	<ul style="list-style-type: none"> <li>■ Insert screenshots and screen clippings</li> </ul>	.75
<b>8.8</b>	<b>Slater Farms</b>	<i>Enhancing Pictures</i>	<ul style="list-style-type: none"> <li>■ Insert pictures</li> <li>■ Apply artistic effects</li> <li>■ Apply picture effects</li> <li>■ Remove picture backgrounds</li> </ul>	.75
<b>8.9</b>	<b>Slater Farms 2</b>	<i>Working with Accessibility and Compatibility Issues</i>	<ul style="list-style-type: none"> <li>■ Change text to WordArt</li> <li>■ Locate and correct accessibility issues</li> <li>■ Add alternative text to objects</li> <li>■ Locate and correct compatibility issues</li> </ul>	.75
<b>8.10</b>	<b>Your New Best Friend</b>	<i>Inspecting Documents for Issues</i>	<ul style="list-style-type: none"> <li>■ Show and hide formatting symbols and hidden text</li> <li>■ Locate and remove hidden properties and personal information</li> <li>■ Locate and correct compatibility issues</li> </ul>	.75
<b>8.11</b>	<b>Home Office Design</b>	<i>Working with 3D Models</i>	<ul style="list-style-type: none"> <li>■ Insert 3D models</li> <li>■ Format 3D models</li> <li>■ Format graphic elements</li> </ul>	.75
<b>8.12</b>	<b>Customer Loyalty Card</b>	<i>Formatting SmartArt Graphics</i>	<ul style="list-style-type: none"> <li>■ Add and modify text in text boxes</li> <li>■ Add and modify text in shapes</li> <li>■ Add and modify SmartArt graphic content</li> <li>■ Format graphic elements</li> </ul>	.75
<b>8.13</b>	<b>Thank You Card</b>	<i>Using Digital Ink</i>	<ul style="list-style-type: none"> <li>■ Set up document pages</li> <li>■ Draw using digital ink</li> <li>■ Use Ink to Shape</li> </ul>	.75
<b>8.14</b>	<b>It's Your Birthday</b>	<i>Using Templates</i>	<ul style="list-style-type: none"> <li>■ Create a document using a template</li> </ul>	.5
<b>Part 8 Skills Mastery</b>		Skills Mastery Assessments are located with the Instructor Resources.		
<b>Part 9: Collaborating &amp; Working with Word for the Web</b>				
<b>9.1</b>	<b>The Importance of Unplugging</b>	<i>Managing Track Changes</i>	<ul style="list-style-type: none"> <li>■ Track changes</li> <li>■ Review tracked changes</li> <li>■ Accept and reject tracked changes</li> <li>■ Lock and unlock change tracking</li> </ul>	.75
<b>9.2</b>	<b>Finding a Career</b>	<i>Using Comments to Communicate Changes</i>	<ul style="list-style-type: none"> <li>■ Add comments</li> <li>■ Review and reply to comments</li> <li>■ Resolve comments</li> <li>■ Delete comments</li> </ul>	.75
<b>9.3</b>	<b>Step By Step</b>	<i>Managing OneDrive Files</i>	<ul style="list-style-type: none"> <li>■ Assign collaboration permission</li> <li>■ Manage OneDrive files</li> </ul>	.75
<b>9.4</b>	<b>Word for Word</b>	<i>Navigating Word for the Web</i>	<ul style="list-style-type: none"> <li>■ Use Word for the web</li> <li>■ Insert emojis</li> <li>■ Use Designer</li> </ul>	.75
<b>9.5</b>	<b>Feedback 101</b>	<i>Managing Revisions</i>	<ul style="list-style-type: none"> <li>■ Review version history</li> <li>■ Restore a previously saved version</li> </ul>	.5
<b>9.6</b>	<b>Who Am I</b>	<i>Collaborating in Real Time</i>	<ul style="list-style-type: none"> <li>■ Collaborate simultaneously</li> <li>■ Add and manage comments online</li> </ul>	.75
<b>Part 9 Skills Mastery</b>		Skills Mastery Assessments are located with the Instructor Resources.		
<b>Total Completion Time: 50 - 53 hrs.</b>				

# Learn-by-Doing: Microsoft 365 - Excel (Level 1)

## Curriculum Guide

Lesson		Skills	Approximate Completion Time (in hours)	
<b>Part 1: Worksheet Basics</b>				
1.1	<b>Getting Started</b>	<i>Navigating Excel</i>	<ul style="list-style-type: none"> <li>■ Create a workbook</li> <li>■ Use the zoom slider</li> <li>■ Identify tabs and groups</li> <li>■ Explore Backstage View</li> <li>■ Close Excel</li> </ul>	.75
1.2	<b>Put It in a Safe Place</b>	<i>Exploring Places to Save Work</i>	<ul style="list-style-type: none"> <li>■ Create a folder</li> <li>■ Log into OneDrive</li> <li>■ Sync to OneDrive</li> </ul>	.5
1.3	<b>Top Selling Albums</b>	<i>Creating Your First Workbook</i>	<ul style="list-style-type: none"> <li>■ Save a workbook</li> <li>■ Close a workbook</li> </ul>	.75
1.4	<b>Top Selling Albums 2</b>	<i>Retrieving and Printing a Worksheet</i>	<ul style="list-style-type: none"> <li>■ Open and revise an existing worksheet</li> <li>■ Turn off AutoSave</li> <li>■ Use Save As</li> <li>■ Save workbooks in alternative file formats</li> <li>■ Preview a worksheet</li> <li>■ Print a workbook</li> </ul>	.75
1.5	<b>When I Grow Up</b>	<i>Sharing a Worksheet</i>	<ul style="list-style-type: none"> <li>■ Share a worksheet</li> </ul>	.75
1.6	<b>Houston Astros Roster</b>	<i>Working with Columns, Rows, and Cells</i>	<ul style="list-style-type: none"> <li>■ Adjust row height and column width</li> <li>■ Insert and delete multiple columns or rows</li> <li>■ Insert and delete cells</li> <li>■ Freeze worksheet rows and columns</li> </ul>	.75
1.7	<b>Cost of Living</b>	<i>Editing Basics</i>	<ul style="list-style-type: none"> <li>■ Cut, copy, and paste data</li> <li>■ Use Undo</li> </ul>	.5
1.8	<b>Top Instagram Accounts</b>	<i>Proofing Your Worksheet</i>	<ul style="list-style-type: none"> <li>■ Check spelling</li> <li>■ Use Thesaurus</li> <li>■ Paste data by using special paste options</li> </ul>	.75
1.9	<b>TikTok Videos</b>	<i>Customizing the Quick Access Toolbar</i>	<ul style="list-style-type: none"> <li>■ Use Redo</li> <li>■ Customize the Quick Access toolbar</li> </ul>	.5
1.10	<b>When I Grow Up 2</b>	<i>Getting Help and Information</i>	<ul style="list-style-type: none"> <li>■ Use Search</li> <li>■ Apply number formats</li> <li>■ Wrap text within cells</li> <li>■ Use Smart Lookup</li> <li>■ Inspect workbooks for issues - hidden properties</li> <li>■ Modify basic workbook properties</li> </ul>	.5
<b>Part 1 Skills Mastery</b>		Skills Mastery Assessments are located with the Instructor Resources.		
<b>Part 2: Formatting Data</b>				
2.1	<b>Weekly Meal Plan</b>	<i>Formatting Data</i>	<ul style="list-style-type: none"> <li>■ Apply cell formats</li> <li>■ Adjust row height and column width</li> </ul>	.75
2.2	<b>Daily Calendar</b>	<i>Enhancing Data within a Workbook</i>	<ul style="list-style-type: none"> <li>■ Apply cell formats</li> </ul>	.75
2.3	<b>Contact List</b>	<i>Applying Basic Data and Cell Alignment</i>	<ul style="list-style-type: none"> <li>■ Modify cell alignment</li> <li>■ Fill cells by using Flash Fill</li> </ul>	.75
2.4	<b>Cinnamon Roll Recipe</b>	<i>Applying Enhanced Alignment Tools</i>	<ul style="list-style-type: none"> <li>■ Modify cell alignment, orientation, and indentation</li> <li>■ Wrap text within cells</li> <li>■ Merge cells</li> </ul>	.75

Lesson			Skills	Approximate Completion Time (in hours)
2.5	<b>Top Broadway Shows</b>	<i>Using the Format Cells Dialog Box</i>	<ul style="list-style-type: none"> <li>■ Apply cell formats from the Format Cells dialog box</li> <li>■ Modify cell alignment and orientation</li> <li>■ Search for data within a workbook</li> <li>■ Replace data</li> </ul>	.75
2.6	<b>Fitness Class Schedule</b>	<i>Applying Conditional Formatting</i>	<ul style="list-style-type: none"> <li>■ Apply built-in conditional formatting</li> </ul>	.75
<b>Part 2 Skills Mastery</b>		Skills Mastery Assessments are located with the Instructor Resources.		
<b>Part 3: Page Layout Options</b>				
3.1	<b>Cinnamon Roll Recipe 2</b>	<i>Adjusting Page Setup</i>	<ul style="list-style-type: none"> <li>■ Modify page setup</li> <li>■ Set a print area</li> </ul>	.5
3.2	<b>State Facts</b>	<i>Scaling a Workbook</i>	<ul style="list-style-type: none"> <li>■ Set page scaling</li> </ul>	.75
3.3	<b>Skeletal System</b>	<i>Controlling What Excel Prints</i>	<ul style="list-style-type: none"> <li>■ Modify page setup</li> </ul>	.5
3.4	<b>Thrill Seekers</b>	<i>Printing Multiple Pages</i>	<ul style="list-style-type: none"> <li>■ Modify page setup</li> <li>■ Display repeating row titles on multipage worksheets</li> <li>■ Display and modify workbook content in different views</li> </ul>	.75
3.5	<b>College Football</b>	<i>Giving a Worksheet a Unique Style</i>	<ul style="list-style-type: none"> <li>■ Set page scaling</li> <li>■ Change workbook themes</li> </ul>	.5
<b>Part 3 Skills Mastery</b>		Skills Mastery Assessments are located with the Instructor Resources.		
<b>Part 4: Working with Numbers and Formulas</b>				
4.1	<b>Bestsellers</b>	<i>Formatting Numbers</i>	<ul style="list-style-type: none"> <li>■ Fill cells by using Auto Fill</li> <li>■ Clear cell formatting</li> <li>■ Apply cell styles</li> <li>■ Apply number formats</li> <li>■ Display repeating column titles on multipage worksheets</li> </ul>	.75
4.2	<b>Bestsellers 2</b>	<i>Sorting Text</i>	<ul style="list-style-type: none"> <li>■ Sort data</li> </ul>	.5
4.3	<b>iPhone Apps</b>	<i>Sorting Numbers</i>	<ul style="list-style-type: none"> <li>■ Remove duplicate records</li> <li>■ Sort data by multiple columns</li> </ul>	.5
4.4	<b>Paycheck Calculator</b>	<i>Using Excel as a Calculator</i>	<ul style="list-style-type: none"> <li>■ Apply number formats</li> <li>■ Use basic formulas: addition, subtraction, multiplication, and division</li> <li>■ Insert relative references</li> </ul>	.5
4.5	<b>Food Drive</b>	<i>Formulas Made Easy</i>	<ul style="list-style-type: none"> <li>■ Fill cells by using Auto Fill</li> <li>■ Paste data by using special paste options</li> </ul>	.75
4.6	<b>Student Grades</b>	<i>Commonly Used Formulas</i>	<ul style="list-style-type: none"> <li>■ Use AutoSum</li> <li>■ Perform calculations by using AVERAGE(), MAX(), MIN(), and SUM() functions</li> </ul>	.75
4.7	<b>Semester Grades</b>	<i>Auditing Formulas</i>	<ul style="list-style-type: none"> <li>■ Use multi-math formulas</li> <li>■ Display formulas</li> </ul>	.75
4.8	<b>Add/Drop Period</b>	<i>Formatting Date and Time</i>	<ul style="list-style-type: none"> <li>■ Apply number formats</li> </ul>	.75
4.9	<b>Magazine Sales</b>	<i>Working with Named Ranges</i>	<ul style="list-style-type: none"> <li>■ Insert relative, absolute, and mixed references</li> <li>■ Define a named range</li> <li>■ Navigate to named cells or ranges</li> <li>■ Reference named ranges in formulas</li> </ul>	1

# Curriculum Guide

Lesson		Skills	Approximate Completion Time (in hours)	
<b>4.10</b>	<b>Student Information</b>	<i>Formatting Text with Functions</i>	<ul style="list-style-type: none"> <li>■ Format text by using RIGHT(), LEFT(), and MID() functions</li> <li>■ Format text by using UPPER() and LOWER() functions</li> <li>■ Format text by using the CONCAT() function</li> <li>■ Format text by using the PROPER() function</li> </ul>	.75
<b>4.11</b>	<b>Hobby Survey</b>	<i>Summarizing and Tallying Data</i>	<ul style="list-style-type: none"> <li>■ Perform conditional operations using the IF() function</li> <li>■ Count cells by using the COUNT(), COUNTA(), and COUNTBLANK() functions</li> <li>■ Perform logical operations using the SUMIF(), AVERAGEIF(), and COUNTIF() functions</li> <li>■ Hide or unhide columns and rows</li> </ul>	.75
<b>4.12</b>	<b>Lunch Orders</b>	<i>Grouping and Outlining Data</i>	<ul style="list-style-type: none"> <li>■ Insert subtotals</li> <li>■ Outline data</li> <li>■ Group and ungroup data</li> </ul>	.75
<b>4.13</b>	<b>Hobby Survey 2</b>	<i>Using Worksheet Views</i>	<ul style="list-style-type: none"> <li>■ Hide or unhide columns and rows</li> <li>■ Change window views</li> <li>■ Navigate to named cells</li> <li>■ Insert hyperlinks</li> </ul>	.75
<b>4.14</b>	<b>Soccer Referee Info</b>	<i>Combining Text with Functions</i>	<ul style="list-style-type: none"> <li>■ Format text by using the LEN() function</li> <li>■ Format text by using the TEXTJOIN() function</li> <li>■ Use the SEARCH() function</li> <li>■ Combine multiple functions</li> </ul>	1
<b>Part 4 Skills Mastery</b>		Skills Mastery Assessments are located with the Instructor Resources.		
<b>Part 5: Working with Shapes and Elements</b>				
<b>5.1</b>	<b>Dream Car</b>	<i>Working with Tables</i>	<ul style="list-style-type: none"> <li>■ Create Excel tables from cell ranges</li> <li>■ Remove duplicate records from tables</li> <li>■ Add table rows and columns</li> <li>■ Configure table style options</li> <li>■ Insert and configure total rows</li> <li>■ Apply table styles</li> <li>■ Sort data</li> </ul>	.5
<b>5.2</b>	<b>Contact List 2</b>	<i>Working with Illustrations</i>	<ul style="list-style-type: none"> <li>■ Filter records</li> <li>■ Insert images and shapes</li> <li>■ Inspect workbooks for issues - accessibility</li> <li>■ Add alternative text to objects for accessibility</li> </ul>	.5
<b>5.3</b>	<b>Business Schools</b>	<i>Working with Hyperlinks</i>	<ul style="list-style-type: none"> <li>■ Insert and remove hyperlinks</li> </ul>	.5
<b>5.4</b>	<b>Food Drive 2</b>	<i>Using Multiple Worksheets</i>	<ul style="list-style-type: none"> <li>■ Add a worksheet to an existing workbook</li> <li>■ Rename a worksheet</li> <li>■ Change worksheet order</li> <li>■ Change worksheet tab color</li> <li>■ Copy and move a worksheet</li> <li>■ Hide or unhide columns and rows</li> <li>■ Hide or unhide worksheets</li> <li>■ Configure print settings</li> </ul>	.5
<b>5.5</b>	<b>Sales Invoice</b>	<i>Adding Text Elements</i>	<ul style="list-style-type: none"> <li>■ Customize headers and footers</li> <li>■ Insert a signature line</li> <li>■ Insert text boxes</li> <li>■ Insert WordArt</li> <li>■ Apply text effects</li> </ul>	.75
<b>5.6</b>	<b>Daily Planner</b>	<i>Using Symbols and Icons</i>	<ul style="list-style-type: none"> <li>■ Insert icons</li> <li>■ Format cells by using Format Painter</li> <li>■ Use the TODAY() function</li> <li>■ Insert symbols</li> </ul>	.75



Lesson			Skills	Approximate Completion Time (in hours)
5.7	<b>Personal Budget</b>	<i>Importing a Text File</i>	<ul style="list-style-type: none"> <li>■ Import data from .txt files</li> <li>■ Sort data by multiple columns</li> <li>■ Change sort order</li> <li>■ Convert tables to cell ranges</li> </ul>	.5
5.8	<b>Personal Budget 2</b>	<i>Working with PivotTables</i>	<ul style="list-style-type: none"> <li>■ Create PivotTables</li> <li>■ Refresh PivotTables</li> </ul>	.5
5.9	<b>Food Drive 3</b>	<i>Using Information Across Worksheets and Workbooks</i>	<ul style="list-style-type: none"> <li>■ Copy and move a worksheet between workbooks</li> <li>■ Change window views</li> <li>■ Insert references across worksheets</li> <li>■ Unmerge cells</li> </ul>	.75
5.10	<b>Clothing Store Inventory</b>	<i>Working with Table References</i>	<ul style="list-style-type: none"> <li>■ Import data from .csv files</li> <li>■ Insert and delete multiple columns or rows</li> <li>■ Insert and delete cells</li> <li>■ Navigate to named workbook elements</li> <li>■ Name a table</li> <li>■ Reference named tables in formulas</li> </ul>	.75
5.11	<b>Ice Cream Shop Revenue</b>	<i>Modifying Tables</i>	<ul style="list-style-type: none"> <li>■ Remove conditional formatting</li> <li>■ Add or remove table rows and columns</li> <li>■ Insert and configure total rows</li> </ul>	.75
<b>Part 5 Skills Mastery</b>		Skills Mastery Assessments are located with the Instructor Resources.		
<b>Part 6: Working with Charts and Graphs</b>				
6.1	<b>Spring Colors</b>	<i>Creating a Pie Chart &amp; a Sunburst Chart</i>	<ul style="list-style-type: none"> <li>■ Create charts - pie and sunburst</li> <li>■ Add and modify chart elements</li> <li>■ Create chart sheets</li> <li>■ Inspect workbooks for issues - compatibility</li> </ul>	.75
6.2	<b>Winningest NFL Teams</b>	<i>Creating a Column Chart &amp; a Treemap Chart</i>	<ul style="list-style-type: none"> <li>■ Create charts - column and treemap</li> <li>■ Apply chart layouts</li> <li>■ Apply chart styles</li> <li>■ Add and modify chart elements</li> <li>■ Configure print settings</li> </ul>	.75
6.3	<b>Olympic Results</b>	<i>Creating a Line Chart &amp; a Map Chart</i>	<ul style="list-style-type: none"> <li>■ Create charts - line and map</li> </ul>	.75
6.4	<b>Superhero Stats</b>	<i>Creating a Bar Chart</i>	<ul style="list-style-type: none"> <li>■ Create charts - bar</li> <li>■ Resize charts</li> </ul>	.75
6.5	<b>Amusement Park Rides</b>	<i>Creating a Sparkline Chart</i>	<ul style="list-style-type: none"> <li>■ Insert Sparklines</li> <li>■ Analyze data by using Quick Analysis</li> </ul>	.5
6.6	<b>Student Enrollment</b>	<i>Forecasting Data</i>	<ul style="list-style-type: none"> <li>■ Create a forecast worksheet</li> </ul>	.5
6.7	<b>Superhero Stats 2</b>	<i>Updating Existing Charts</i>	<ul style="list-style-type: none"> <li>■ Add data series to charts</li> <li>■ Change the chart type</li> <li>■ Switch between rows and columns in source data</li> <li>■ Add alternative text to charts for accessibility</li> </ul>	.75
6.8	<b>My Check Register</b>	<i>Using a Template</i>	<ul style="list-style-type: none"> <li>■ Create a workbook from a template</li> </ul>	.5
<b>Part 6 Skills Mastery</b>		Skills Mastery Assessments are located with the Instructor Resources.		

# Curriculum Guide

Lesson		Skills		Approximate Completion Time (in hours)
<b>Part 7: Collaborating &amp; Working with Excel for the Web</b>				
<b>7.1</b>	<b>Roommate Expense Tracking</b>	<i>Communicating within Spreadsheets</i>	<ul style="list-style-type: none"> <li>■ Add and delete comments</li> <li>■ Review and reply to comments</li> <li>■ Add and delete notes</li> <li>■ Print showing comments and notes</li> </ul>	.75
<b>7.2</b>	<b>Weekly Spending</b>	<i>Managing OneDrive Files</i>	<ul style="list-style-type: none"> <li>■ Assign collaboration permission</li> <li>■ Manage OneDrive files</li> </ul>	.75
<b>7.3</b>	<b>The Power of Automation</b>	<i>Navigating Excel for the Web</i>	<ul style="list-style-type: none"> <li>■ Use Excel for the web</li> <li>■ Record and run scripts</li> </ul>	.75
<b>7.4</b>	<b>Household Chores</b>	<i>Managing Revisions</i>	<ul style="list-style-type: none"> <li>■ Review version history</li> <li>■ Restore a previously saved version</li> </ul>	.75
<b>7.5</b>	<b>Homework</b>	<i>Collaborating in Real Time</i>	<ul style="list-style-type: none"> <li>■ Collaborate simultaneously</li> <li>■ Add and manage comments online</li> </ul>	.75
<b>Part 7 Skills Mastery</b>		Skills Mastery Assessments are located with the Instructor Resources.		
				<b>Total Completion Time: 39 hrs.</b>

# Learn-by-Doing: Microsoft 365 - PowerPoint (Level 1)

## Curriculum Guide

Lesson		Skills	Approximate Completion Time (in hours)	
<b>Part 1: Presentation Basics</b>				
1.1	<b>Getting Started</b>	<i>Navigating PowerPoint</i>	<ul style="list-style-type: none"> <li>■ Create a new presentation</li> <li>■ Explore Backstage View</li> <li>■ Identify tabs and groups</li> <li>■ Use the zoom slider</li> <li>■ Close PowerPoint</li> </ul>	.5
1.2	<b>Oh, the Places You'll Save</b>	<i>Exploring Places to Save Work</i>	<ul style="list-style-type: none"> <li>■ Create a folder</li> <li>■ Log into OneDrive</li> <li>■ Sync to OneDrive</li> </ul>	.75
1.3	<b>Elements of Good Slide Design</b>	<i>Creating Your First Presentation</i>	<ul style="list-style-type: none"> <li>■ Customize the Quick Access toolbar</li> <li>■ Save presentations</li> <li>■ Apply formatting and styles to text</li> <li>■ Insert slides and select slide layouts</li> <li>■ View slide shows</li> <li>■ End slide shows</li> <li>■ Close presentations</li> </ul>	.75
1.4	<b>How to Write an Informative Speech</b>	<i>Working with Bullets and Alignment</i>	<ul style="list-style-type: none"> <li>■ Reset slide layouts</li> <li>■ Increase list level</li> <li>■ Align text</li> <li>■ Create bulleted lists</li> <li>■ Remove bullets</li> </ul>	.5 - .75
1.5	<b>Elements of Good Slide Design 2</b>	<i>Opening an Existing Presentation</i>	<ul style="list-style-type: none"> <li>■ Open and revise existing presentations</li> <li>■ Use Save As</li> <li>■ Turn off AutoSave</li> <li>■ Change line spacing</li> <li>■ Apply formatting and styles to text</li> <li>■ Create bulleted and numbered lists</li> </ul>	.5 - .75
1.6	<b>Making a Budget</b>	<i>Working with Text Boxes and Printing Slides</i>	<ul style="list-style-type: none"> <li>■ Change text direction</li> <li>■ Align text within a text box</li> <li>■ Resize text boxes</li> <li>■ Move text boxes</li> <li>■ Use cut, copy, and paste</li> <li>■ Use replace</li> <li>■ Print handouts</li> <li>■ Print a presentation</li> </ul>	.75
1.7	<b>How to Write a Persuasive Speech</b>	<i>Sharing a Presentation</i>	<ul style="list-style-type: none"> <li>■ Share presentations</li> </ul>	.75
1.8	<b>Personal Budget Vocabulary</b>	<i>Using Undo and Redo</i>	<ul style="list-style-type: none"> <li>■ Use Undo</li> <li>■ Use Redo</li> </ul>	.75
1.9	<b>Habit Change</b>	<i>Formatting File Properties</i>	<ul style="list-style-type: none"> <li>■ Select different slide layouts</li> <li>■ Format text in multiple columns</li> <li>■ Set basic file properties</li> <li>■ Protect presentations by using passwords</li> <li>■ Mark presentations as final</li> <li>■ Inspect presentations for issues - personal information</li> <li>■ Export presentations to other formats</li> </ul>	.75
1.10	<b>Working Out</b>	<i>Working with Sections</i>	<ul style="list-style-type: none"> <li>■ Create sections</li> <li>■ Rename sections</li> <li>■ Modify slide order</li> </ul>	.5
<b>Part 1 Skills Mastery</b>		Skills Mastery Assessments are located with the Instructor Resources.		
<b>Part 2: Applying Transitions and Animations</b>				
2.1	<b>College Football</b>	<i>Applying Transitions</i>	<ul style="list-style-type: none"> <li>■ Use Search</li> <li>■ Insert images</li> <li>■ Modify individual slide backgrounds</li> <li>■ Apply basic and 3D slide transitions</li> <li>■ Configure transition effects</li> </ul>	.75
2.2	<b>American Flag</b>	<i>Applying Special Effects to Transitions</i>	<ul style="list-style-type: none"> <li>■ Set transition effect duration</li> <li>■ Configure transition start and finish options</li> <li>■ Use Format Painter</li> <li>■ Preview transitions</li> </ul>	.75
2.3	<b>Pop Culture Trivia</b>	<i>Applying Animations</i>	<ul style="list-style-type: none"> <li>■ Animate text</li> <li>■ Configure animation effects</li> <li>■ Preview animations</li> <li>■ Duplicate slides</li> </ul>	.75

Lesson		Skills	Approximate Completion Time (in hours)	
<b>2.4</b>	<b>Pop Culture Trivia 2</b>	<i>Working with Animation Tools</i>	<ul style="list-style-type: none"> <li>■ Use the Animation Pane</li> <li>■ Reorder animations on a slide</li> <li>■ Animate text</li> </ul>	.5 - .75
<b>Part 2 Skills Mastery</b>		Skills Mastery Assessments are located with the Instructor Resources.		
<b>Part 3: Customizing Presentations</b>				
<b>3.1</b>	<b>Geometric Shapes</b>	<i>Using Basic Shapes</i>	<ul style="list-style-type: none"> <li>■ Insert shapes</li> <li>■ Animate graphic elements</li> <li>■ Resize shapes and text boxes</li> <li>■ Add text to text boxes</li> <li>■ Delete slides</li> <li>■ Inspect presentations for issues - accessibility</li> </ul>	.75
<b>3.2</b>	<b>Geometric Shapes 2</b>	<i>Formatting Basic Shapes</i>	<ul style="list-style-type: none"> <li>■ Format shapes</li> <li>■ Apply built-in styles to shapes</li> </ul>	.5 - .75
<b>3.3</b>	<b>Landscape Design</b>	<i>Arranging Shapes and Objects</i>	<ul style="list-style-type: none"> <li>■ Display alignment tools</li> <li>■ Format shapes and text boxes</li> <li>■ Order shapes and text boxes</li> <li>■ Add text to shapes</li> <li>■ Group shapes</li> <li>■ Rotate and flip shapes</li> <li>■ Align shapes</li> <li>■ Inspect presentations for issues - compatibility</li> </ul>	.75 - 1
<b>3.4</b>	<b>Good Oral Presentation Skills</b>	<i>Adding Audio and Video</i>	<ul style="list-style-type: none"> <li>■ Record audio</li> <li>■ Insert audio and video clips</li> <li>■ Format audio and video clips</li> <li>■ Trim audio clips</li> <li>■ Configure media playback options</li> </ul>	1
<b>3.5</b>	<b>Show Me How</b>	<i>Adding a Screen Recording</i>	<ul style="list-style-type: none"> <li>■ Create and insert screen recordings</li> <li>■ Configure media playback options</li> <li>■ Trim video clips</li> <li>■ Preserve presentation content</li> </ul>	.5 - .75
<b>3.6</b>	<b>Pop Culture Trivia 3</b>	<i>Adding Shapes to Animations</i>	<ul style="list-style-type: none"> <li>■ Configure animation timing</li> <li>■ Configure animation paths</li> </ul>	.75 - 1
<b>3.7</b>	<b>Green Energy</b>	<i>Using Digital Ink</i>	<ul style="list-style-type: none"> <li>■ Draw by using digital ink</li> <li>■ Use Ink to Shape</li> <li>■ Apply ink animations</li> </ul>	.75
<b>3.8</b>	<b>SWOT Analysis</b>	<i>Using the Morph Transition</i>	<ul style="list-style-type: none"> <li>■ Apply basic and 3D slide transitions</li> </ul>	.75 - 1
<b>Part 3 Skills Mastery</b>		Skills Mastery Assessments are located with the Instructor Resources.		
<b>Part 4: Enhancing Slide Elements</b>				
<b>4.1</b>	<b>Skateboard Tricks</b>	<i>Working with Images</i>	<ul style="list-style-type: none"> <li>■ Insert images</li> <li>■ Resize and crop images</li> <li>■ Align images</li> <li>■ Animate graphic elements</li> </ul>	.75 - 1
<b>4.2</b>	<b>Skateboard Tricks 2</b>	<i>Enhancing Images</i>	<ul style="list-style-type: none"> <li>■ Order images</li> <li>■ Apply built-in styles and effects to images</li> <li>■ Reset images</li> <li>■ Group images</li> </ul>	.75
<b>4.3</b>	<b>Nutrition Tips</b>	<i>Formatting Tables, Headers, and Footers</i>	<ul style="list-style-type: none"> <li>■ Insert slide headers, footers, and page numbers</li> <li>■ Use WordArt</li> <li>■ Create and insert tables</li> <li>■ Insert and delete table rows and columns</li> <li>■ Apply built-in table styles</li> <li>■ Add alt text to graphic elements for accessibility</li> </ul>	.75 - 1
<b>4.4</b>	<b>Travel Information</b>	<i>Changing Picture Effects</i>	<ul style="list-style-type: none"> <li>■ Apply built-in styles and effects to images</li> <li>■ Insert icons</li> <li>■ Insert SmartArt graphics</li> <li>■ Add and modify SmartArt graphic content</li> <li>■ Insert hyperlinks</li> <li>■ Insert screenshots and screen clippings</li> </ul>	.75

Lesson		Skills	Approximate Completion Time (in hours)	
4.5	<b>Opportunity Cost</b>	<i>Importing a Table</i>	■ Import tables	.5 - .75
4.6	<b>Food Expenses</b>	<i>Creating a Chart</i>	■ Convert lists to SmartArt graphics ■ Change SmartArt colors ■ Create and insert charts ■ Modify charts	.75
4.7	<b>Housing Expenses</b>	<i>Importing a Chart</i>	■ Import charts ■ Edit and update embedded charts	.75
4.8	<b>Science Lab Equipment</b>	<i>Working with 3D Models</i>	■ Insert 3D models ■ Modify 3D models ■ Animate 3D models	.75
4.9	<b>Digital Aquarium</b>	<i>Removing Picture Backgrounds</i>	■ Insert images ■ Remove image backgrounds	.75
4.10	<b>Working Out 2</b>	<i>Using Section Zooms</i>	■ Insert Section Zoom links ■ Configure Zoom options	.5 - .75
4.11	<b>Go Team</b>	<i>Using Summary Zooms</i>	■ Insert Summary Zoom slides	.5
<b>Part 4 Skills Mastery</b>		Skills Mastery Assessments are located with the Instructor Resources.		
<b>Part 5: Using Design Themes and Templates</b>				
5.1	<b>Knock Knock Jokes</b>	<i>Using Templates</i>	■ Use presentation templates ■ Modify slide order	.5
5.2	<b>Soft Drink Trivia</b>	<i>Enhancing a Design Theme</i>	■ Apply design themes ■ Apply variants to design themes	.5 - .75
5.3	<b>A Moment in History</b>	<i>Formatting Slide Backgrounds</i>	■ Modify individual slide backgrounds ■ Proof presentations ■ Insert Slide Zoom links	.5 - .75
5.4	<b>Elements of Good Presentations</b>	<i>Combining Presentations</i>	■ Compare presentations ■ Insert slides from another presentation	.75 - 1
5.5	<b>Meditation Benefits</b>	<i>Formatting the Slide Master</i>	■ Modify slide master content ■ Change the slide master theme or background ■ Modify slide layouts ■ Create slide layouts ■ Modify the handout master	1
<b>Part 5 Skills Mastery</b>		Skills Mastery Assessments are located with the Instructor Resources.		
<b>Part 6: Working with Presentation Views</b>				
6.1	<b>Personal Budget Vocabulary 2</b>	<i>Working with Presentation Views</i>	■ Display presentations in different views ■ Modify slide order ■ Add notes to slides ■ Print all or part of a presentation ■ Print notes pages ■ Print in color, grayscale, or black and white	.75
6.2	<b>Open House Agenda</b>	<i>Using Rehearse Timings</i>	■ Make your own design decisions ■ Rehearse slide show timing ■ Configure slide show options ■ Create custom slide shows	.75
6.3	<b>Practicing a Speech</b>	<i>Using Presenter View</i>	■ Set up slide show recording options ■ Present slide shows by using Presenter View ■ Export a video ■ Record a slide show	.75

Lesson			Skills	Approximate Completion Time (in hours)
6.4	<b>File Management</b>	<i>Importing Word Outlines</i>	<ul style="list-style-type: none"> <li>■ Import Word document outlines</li> <li>■ Modify the notes master</li> <li>■ Change slide size</li> <li>■ Hide and unhide slides</li> </ul>	.75
6.5	<b>Being a Good Friend</b>	<i>Saving as a Show</i>	<ul style="list-style-type: none"> <li>■ Save a presentation as a show</li> </ul>	.75
<b>Part 6 Skills Mastery</b>		Skills Mastery Assessments are located with the Instructor Resources.		
<b>Part 7: Collaborating &amp; Working with PowerPoint for the Web</b>				
7.1	<b>High Tech Wearables</b>	<i>Using Comments to Communicate Changes</i>	<ul style="list-style-type: none"> <li>■ Add and manage comments</li> </ul>	.5
7.2	<b>Effective Oral Communication</b>	<i>Managing OneDrive Files</i>	<ul style="list-style-type: none"> <li>■ Assign collaboration permission</li> <li>■ Manage OneDrive files</li> </ul>	.75
7.3	<b>Thumbs Up</b>	<i>Navigating PowerPoint for the Web</i>	<ul style="list-style-type: none"> <li>■ Use PowerPoint for the web</li> <li>■ Use Present Live</li> </ul>	1
7.4	<b>Toy Trends</b>	<i>Managing Revisions</i>	<ul style="list-style-type: none"> <li>■ Review version history</li> <li>■ Restore a previously saved version</li> </ul>	.75
7.5	<b>Choosing a Career</b>	<i>Collaborating in Real Time</i>	<ul style="list-style-type: none"> <li>■ Collaborate simultaneously</li> </ul>	.5 - .75
<b>Part 7 Skills Mastery</b>		Skills Mastery Assessments are located with the Instructor Resources.		
<b>Total Completion Time: 33 - 37 hrs.</b>				