

Curriculum Guide

Lesson	Skills	Approximate Completion Time (in hours)
Unit 1: OneDrive		
1.1	Managing and Organizing Files <ul style="list-style-type: none"> ■ Access OneDrive ■ Create, Rename, and Move Files and Folders ■ Change View 	.5
1.2	Sharing Your First Document <ul style="list-style-type: none"> ■ Share Files and Folders ■ Download a File ■ Sort Files ■ Open a Shared File ■ Delete a File ■ Save a Copy to OneDrive 	.75
1.3	Viewing Files <ul style="list-style-type: none"> ■ Search for Files ■ Copy Files ■ View Recent Files 	.5
1.4	Managing Cloud Storage <ul style="list-style-type: none"> ■ View Storage Summary ■ Display File or Folder Details ■ Add File or Folder Descriptions ■ Empty the Recycle Bin ■ Upload Files and Folders from a Hard Drive 	.75
Unit 1 Assessments: The Unit Test and Quiz are located with the Instructor Resources.		
Unit 2: Word for the Web		
2.1	Getting Started with Word <ul style="list-style-type: none"> ■ Use Zoom ■ Change Ribbon Layout ■ Change Document Views 	.75 - 1
2.2	Formatting Text <ul style="list-style-type: none"> ■ Format Text ■ Use Undo/Redo ■ Clear Formatting ■ Use Bulleted Lists ■ Use Numbered Lists ■ Print a Document 	.75 - 1
2.3	Working with Lists <ul style="list-style-type: none"> ■ Align Text ■ Show Formatting Symbols ■ Set Line Spacing and Indentation ■ Add Borders ■ Use Checklists ■ Restart and Continue List Numbering ■ Change List Levels ■ Use Word Count ■ Define Custom Bullet Characters ■ Use Editor 	1
2.4	Editing Basics <ul style="list-style-type: none"> ■ Use Cut, Copy, and Paste ■ Find and Replace Text ■ Use Search ■ Apply Text Styles ■ Use Format Painter 	1
2.5	Working with Columns and Headers <ul style="list-style-type: none"> ■ Switch Page View ■ Modify Headers and Footers ■ Format Text in Multiple Columns ■ Insert Column and Page Breaks ■ Adjust Column Settings ■ Change Page Margins 	.75 - 1
2.6	Working with Tables <ul style="list-style-type: none"> ■ Insert a Table ■ Insert Links ■ Change Cell Alignment ■ Align a Table ■ Resize Rows and Columns ■ Sort Table Data ■ Insert and Delete Rows 	.75
2.7	Formatting Tables <ul style="list-style-type: none"> ■ Distribute Columns ■ Download as PDF ■ Change Page Size ■ Merge and Split Cells ■ Apply Table Shading ■ Apply Table Borders ■ Configure Cell Margins and Spacing 	.75
2.8	Enhancing Tables with Styles <ul style="list-style-type: none"> ■ Copy a Document ■ Pin Rows ■ Apply Table Styles ■ Change Table Color ■ Apply Banded Rows and Columns 	1

Lesson	Skills	Approximate Completion Time (in hours)
2.9	Working with Pictures and Video <ul style="list-style-type: none"> ■ Insert an Image ■ Resize an Image ■ Crop an Image ■ Apply Picture Styles ■ Wrap Text ■ Insert an Online Video ■ Add Alternative Text to Objects 	1
2.10	Using Shapes <ul style="list-style-type: none"> ■ Change Page Orientation ■ Change Page Color ■ Insert a Shape ■ Change Shape Fill ■ Change Shape Outline ■ Add Text to Shapes 	1
2.11	Using the Designer <ul style="list-style-type: none"> ■ Create New Styles ■ Use the Designer ■ Change a Picture ■ Use the Navigation Pane 	.75 - 1
2.12	Working with a Table of Contents <ul style="list-style-type: none"> ■ Insert Footnotes and Endnotes ■ Change View Mode ■ Create and Update a Table of Contents 	1
2.13	Translating a Document <ul style="list-style-type: none"> ■ Translate a Document ■ Translate a Selection 	.75 - 1
2.14	Using Document Templates <ul style="list-style-type: none"> ■ Create a Document Using a Template ■ Insert Special Characters ■ Dictate Text 	1
2.15	Working with Tabs <ul style="list-style-type: none"> ■ Insert Emojis ■ Set Tabs ■ Use Dot Leaders ■ Clear Tabs ■ Explore Add-ins 	.75 - 1
2.16	Collaborating in Word <ul style="list-style-type: none"> ■ Collaborate in Word ■ Share a Document ■ Work with Track Changes ■ Work with Comments ■ Review Version History 	.75 - 1
Unit 2 Assessments: The Unit Test and Quizzes are located with the Instructor Resources.		
Unit 3: Excel for the Web		
3.1	Getting Started with Excel <ul style="list-style-type: none"> ■ Use Zoom ■ Change Ribbon Layout 	.75 - 1
3.2	Formatting Data <ul style="list-style-type: none"> ■ Apply Cell Formats ■ Adjust Row Height and Column Width ■ Insert and Delete Columns and Rows ■ Format Data ■ Align Data ■ Use Undo/Redo ■ Print a Workbook ■ Use Flash Fill 	.75
3.3	Commonly Used Formulas <ul style="list-style-type: none"> ■ Use Cut, Copy, and Paste ■ Use Auto Fill ■ Delete Cells ■ Merge Cells ■ Apply Number Formats ■ Use Formulas ■ Wrap Text 	.75 - 1
3.4	Using Functions <ul style="list-style-type: none"> ■ Use the SUM Function ■ Use the AVERAGE Function ■ Use the MAX Function ■ Use the MIN Function ■ Increase/Decrease Decimal Places ■ Modify Page Setup ■ Insert Cells ■ Freeze Panes 	.75 - 1
3.5	Auditing Formulas <ul style="list-style-type: none"> ■ Use Format Painter ■ Show Formulas ■ Use Multi-Math Formulas ■ Sort Data 	.75
3.6	Working with CSV Files <ul style="list-style-type: none"> ■ Modify Cell Orientation and Indentation ■ Hide or Unhide Columns and Rows ■ Import Data from a CSV File ■ Unfreeze Panes ■ Check Spelling ■ Find and Replace Text 	.75 - 1

Lesson		Skills	Approximate Completion Time (in hours)
3.7	Working with Charts	<ul style="list-style-type: none"> ■ Copy a Workbook ■ Insert a New Sheet ■ Rename a Sheet ■ Change Sheet Tab Colors ■ Create a Column Chart ■ Add and Modify Chart Elements ■ Hide or Unhide Worksheets 	1
3.8	Creating New Chart Types	<ul style="list-style-type: none"> ■ Insert an Image ■ Insert a Shape ■ Resize Objects ■ Format Shapes ■ Create a Line Chart ■ Create a Bar Chart ■ Inspect Workbooks for Accessibility Issues ■ Add Alternative Text ■ Change Chart Type 	1
3.9	Using a Workbook Template	<ul style="list-style-type: none"> ■ Create a Workbook Using a Template ■ Create a Pie Chart ■ Format Charts 	.75
3.10	Working with Tables	<ul style="list-style-type: none"> ■ Use Date Formats ■ Use the LEFT, RIGHT, and MID Functions ■ Use the UPPER Function ■ Use the CONCAT Function ■ Use the TEXT Function ■ Create and Name a Table ■ Filter Records ■ Navigate to Objects ■ Duplicate a Sheet 	1
3.11	Summarizing and Tallying Data	<ul style="list-style-type: none"> ■ Copy a Sheet from Another Workbook ■ Apply Conditional Formatting ■ Use the IF Function ■ Use the COUNT, COUNTA, and COUNTBLANK Functions ■ Use the SUMIF, AVERAGEIF, and COUNTIF Functions ■ Insert and Configure Total Rows 	1
3.12	Working with Named Ranges	<ul style="list-style-type: none"> ■ Use Data Validation ■ Insert References Across Worksheets ■ Protect a Worksheet ■ Insert Links ■ Insert Checkboxes 	1
3.13	Cleaning Up Data	<ul style="list-style-type: none"> ■ Split Text to Columns ■ Sort Data by Multiple Columns ■ Change Sort Order ■ Remove Duplicates ■ Use Cell Styles ■ Save as a PDF 	1
3.14	Collaborating in Excel	<ul style="list-style-type: none"> ■ Collaborate in Excel ■ Share a Workbook ■ Work with Track Changes ■ Work with Comments ■ Review Version History 	.75 - 1

Unit 3 Assessments: The Unit Test and Quizzes are located with the Instructor Resources.

Unit 4: PowerPoint for the Web

4.1	Getting Started with PowerPoint	<ul style="list-style-type: none"> ■ Use Zoom ■ Insert Slides ■ Select Slide Layout 	.75
4.2	Creating Your First Presentation	<ul style="list-style-type: none"> ■ Choose a Theme ■ Insert Slide Numbers ■ Format Text ■ Delete a Text Box ■ Align Text ■ Insert an Image ■ Resize an Image ■ Crop an Image ■ Create a Bulleted List ■ Change Line Spacing ■ Present from Beginning ■ Inspect Presentations for Accessibility Issues 	1
4.3	Using Shapes	<ul style="list-style-type: none"> ■ Change Capitalization ■ Insert Shapes ■ Align and Distribute Objects ■ Change Color and Border ■ Change Slide Backgrounds ■ Insert a Text Box ■ Delete a Slide ■ Duplicate a Slide ■ Use Undo/Redo ■ Change a Shape ■ Reorder Slides ■ Group Objects 	1

Lesson		Skills	Approximate Completion Time (in hours)
4.4	Working with Images	■ Create a Numbered List ■ Apply Picture Styles ■ Mask an Image ■ Reset an Image ■ Insert Links ■ Insert a Video ■ Apply Transitions	1
4.5	Preparing to Present	■ Add Speaker Notes ■ Use Presenter View ■ Rehearse with Coach ■ Use the Cameo Feature	1
4.6	Applying Animation	■ Insert a Table ■ Merge Cells ■ Insert and Delete Rows ■ Apply Animation ■ Preview Animation ■ Insert a Footer ■ Apply Table Styles	1
4.7	Using Charts and Diagrams	■ Insert and Format Icons ■ Create and Modify SmartArt Graphics ■ Create and Modify Charts ■ Rotate Objects	.75 - 1
4.8	Collaborating in PowerPoint	■ Collaborate in PowerPoint ■ Share a Presentation ■ Work with Comments ■ Review Version History ■ Show Changes	.75 - 1
Unit 4 Assessments: The Unit Test and Quizzes are located with the Instructor Resources.			
Unit 5: Outlook			
5.1	Getting Started with Outlook	■ Create a Folder ■ Select a Theme ■ Compose an Email ■ View Drafts ■ Delete a Draft ■ Delete a Folder	.75
5.2	Sending an Email	■ Attach a File ■ Insert a File from OneDrive ■ Send an Email	.5
5.3	Collaborating with Outlook	■ Reply to an Email ■ Add a Contact ■ Create a Contact List ■ Email a Group ■ Archive a Message	.75
5.4	Communicating with Multiple Recipients	■ Use Reply All ■ Use Cc and Bcc ■ Ignore a Conversation ■ Insert Images	.75
5.5	Organizing Your Inbox	■ Create Rules ■ Block and Unblock an Address ■ Flag a Message	.75
5.6	Changing Layout Options	■ Search Messages ■ Filter Messages ■ Group Conversations ■ Use Focused Inbox ■ Change Layout Options	.75
5.7	Managing Settings	■ Create an Automatic Signature ■ Create an Automatic Reply ■ Enable Desktop Notifications ■ Move Emails	.75
Unit 5 Assessments: The Unit Test and Quizzes are located with the Instructor Resources.			
Total Approximate Completion Time:			40.5 - 44 hrs.