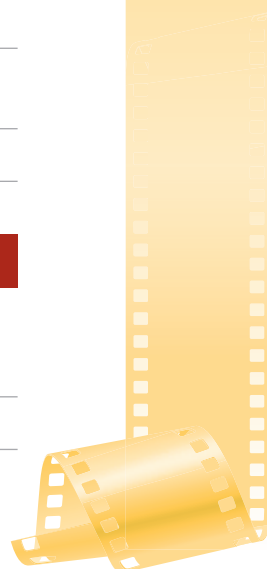


Curriculum Guide



Introduction



Project

Skills Reinforced

Unit 1: Word Processing

1	Business Letterhead	Creating a letterhead template • Using headers and footers • Inserting shapes Setting margins • Inserting a graphic image • Formatting line spacing
2	Business Letter	Creating a block style letter
3	Concessions Items List	Changing page orientation • Inserting a table • Setting tabs • Shading rows and columns • Merging cells
4	Employment Application	Deleting a row or column • Splitting cells • Changing row height • Inserting symbols
5	Pop Your Fridays News Release	Creating a news release • Formatting text
6	Ticket Kiosk Memo	Creating a memo • Formatting a bulleted list • Using superscript text style • Using tabs
7	Movie e-Review	Inserting a hyperlink
8	Popcorn Club Newsletter	Inserting an image • Cropping an image • Using text boxes
9	Movie Premieres Calendar	Changing case • Using find and replace

Unit 2: Spreadsheets

10	Movie Trailers List	Changing font sizes • Formatting row height • Formatting text • Centering data vertically and horizontally • Resizing column width • Applying wrap text • Sorting data • Formatting dates • Setting print area • Using print preview • Printing with gridlines • Working with headers
11	Ticket Sales Analysis	Merging cells • Formatting cells as currency • Changing page scaling to fit to one page • Changing page orientation • Using the SUM function • Using the multiplication formula • Displaying formulas • Shading cells • Using Autofill
12	Concessions Sales	Creating a pie chart • Formatting a chart • Enhancing a chart by changing colors and font sizes • Adding a new worksheet • Renaming a worksheet
13	Midnight Madness Attendance	Using the COUNTIF function • Using the MAX function • Using the MIN function
14	Employee Schedule	Using AutoFit • Inserting rows • Deleting rows
15	Social Media Schedule	Creating drop-down lists

Unit 3: Presentations

16	Movie Trivia	Using numbered lists • Using bullets • Formatting text • Inserting graphic images • Applying a background • Formatting slide background • Applying slide transition
17	While You Wait Promos	Inserting a file • Applying custom animation • Inserting shapes with text
18	Lobby Promo	Inserting hyperlinks • Adding an audio clip • Applying continuous looping

Curriculum Guide (Continued)

Project	Skills Reinforced
Unit 4: Desktop Publishing	
19 Red Carpet Event Flyer	Creating and designing a red carpet event flyer
20 Gift Card	Creating and designing a gift card
21 Cinema Etiquette	Creating and designing a lobby sign
22 Midnight Madness Ticket	Creating and designing a movie ticket
23 U Pick 3 Promo	Creating and designing a promo poster
24 Popcorn Bucket Design	Designing a popcorn bucket
Unit 5: Databases	
25 Membership Database	Entering field names • Defining field data types • Entering data • Using design view • Sorting records
26 Vendor List	Creating forms using the Form Wizard • Inserting new records into a form
27 Coming Soon Movies	Importing external data • Creating queries • Creating reports
Unit 6: Forms	
28 Movie Buff Survey	Adding a form description • Adding multiple question types • Choosing a theme • Viewing a live form • Accepting responses • Viewing responses • Formatting Responses spreadsheet • Sharing Responses • Sending a form
29 New Releases Survey	Inserting an image • Changing Color Palette