

# Curriculum Guide

Lesson	Skills	Approximate Completion Time (in hours)
<b>Part 1: Microsoft Word</b>		
<b>1.1 Ranch Services</b> <i>Creating Your First Document</i>	<ul style="list-style-type: none"> <li>■ Change document views</li> <li>■ Create a blank document</li> <li>■ Customize the Quick Access toolbar</li> <li>■ Print all or part of a document</li> </ul>	.75
<b>1.2 Mission Statement</b> <i>Customizing Views</i>	<ul style="list-style-type: none"> <li>■ Apply font formatting</li> <li>■ Apply formatting by using Format Painter</li> <li>■ Customize views by using zoom settings</li> <li>■ Modify page setup</li> <li>■ Create a blank document</li> <li>■ Print all or part of a document</li> </ul>	.5
<b>1.3 Fall Soccer Registration</b> <i>Creating a Poster</i>	<ul style="list-style-type: none"> <li>■ Apply a picture style</li> <li>■ Apply a text highlight color to text selections</li> <li>■ Apply picture effects</li> <li>■ Clear formatting</li> <li>■ Format objects</li> <li>■ Insert pictures</li> <li>■ Position objects</li> <li>■ Wrap text around objects</li> <li>■ Apply font formatting</li> <li>■ Apply formatting by using Format Painter</li> <li>■ Create a blank document</li> <li>■ Customize views by using zoom settings</li> <li>■ Modify page setup</li> <li>■ Print all or part of a document</li> </ul>	.5
<b>1.4 Who's Your Owner?</b> <i>Working with Headers and Footers</i>	<ul style="list-style-type: none"> <li>■ Insert headers and footers</li> <li>■ Open a PDF in Word for editing</li> <li>■ Apply font formatting</li> <li>■ Create a blank document</li> <li>■ Print all or part of a document</li> </ul>	.75
<b>1.5 The Daily Grind</b> <i>Creating Lists</i>	<ul style="list-style-type: none"> <li>■ Change bullet characters or number formats for a list level</li> <li>■ Create a numbered or bulleted list</li> <li>■ Cut, copy, and paste text</li> <li>■ Find and replace text</li> <li>■ Format text in multiple columns</li> <li>■ Increase or decrease list levels</li> <li>■ Insert page, section, or column breaks</li> <li>■ Restart or continue list numbering</li> <li>■ Search for text</li> <li>■ Set line and paragraph spacing and indentation</li> <li>■ Set starting number value</li> <li>■ Change document views</li> <li>■ Create a blank document</li> <li>■ Insert headers and footers</li> <li>■ Modify page setup</li> <li>■ Print all or part of a document</li> </ul>	1
<b>1.6 Safety First</b> <i>Formatting Lists</i>	<ul style="list-style-type: none"> <li>■ Apply artistic effects</li> <li>■ Change text to WordArt</li> <li>■ Define a custom bullet character or number format</li> <li>■ Format page background elements</li> <li>■ Remove picture backgrounds</li> <li>■ Apply font formatting</li> <li>■ Create a blank document</li> <li>■ Format objects</li> <li>■ Insert pictures</li> <li>■ Position objects</li> <li>■ Print all or part of a document</li> <li>■ Set line and paragraph spacing and indentation</li> <li>■ Wrap text around objects</li> </ul>	.5
<b>1.7 Your New Best Friend</b> <i>Inspecting a Document</i>	<ul style="list-style-type: none"> <li>■ Add alternative text to objects for accessibility</li> <li>■ Insert hyperlinks</li> <li>■ Insert special characters</li> <li>■ Inspect a document for accessibility issues</li> <li>■ Inspect a document for compatibility issues</li> <li>■ Apply font formatting</li> <li>■ Create a blank document</li> <li>■ Create a numbered or bulleted list</li> <li>■ Format objects</li> <li>■ Insert pictures</li> <li>■ Modify page setup</li> <li>■ Position objects</li> <li>■ Print all or part of a document</li> <li>■ Wrap text around objects</li> </ul>	.75
<b>1.8 Camps and Clinics Announcement</b> <i>Working with Text Boxes</i>	<ul style="list-style-type: none"> <li>■ Insert text boxes</li> <li>■ Apply font formatting</li> <li>■ Change text to WordArt</li> <li>■ Create a blank document</li> <li>■ Create a numbered or bulleted list</li> <li>■ Format objects</li> <li>■ Format page background elements</li> <li>■ Insert pictures</li> <li>■ Modify page setup</li> <li>■ Position objects</li> <li>■ Print all or part of a document</li> <li>■ Wrap text around objects</li> </ul>	.75
<b>1.9 Raffle Contest Letter</b> <i>Creating a Block Style Letter</i>	<ul style="list-style-type: none"> <li>■ Add document properties</li> <li>■ Inspect a document for hidden properties or personal information</li> <li>■ Apply font formatting</li> <li>■ Create a blank document</li> <li>■ Create a numbered or bulleted list</li> <li>■ Format objects</li> <li>■ Insert headers and footers</li> <li>■ Insert pictures</li> <li>■ Insert text boxes</li> <li>■ Modify page setup</li> <li>■ Position objects</li> <li>■ Print all or part of a document</li> <li>■ Set line and paragraph spacing and indentation</li> <li>■ Wrap text around objects</li> </ul>	.75

Lesson	Skills	Approximate Completion Time (in hours)
<b>1.10 Homesick Hound Letter</b> <i>Formatting a Block Style Letter</i>	<ul style="list-style-type: none"> <li>■ Show or hide formatting symbols</li> <li>■ Add document properties</li> <li>■ Apply font formatting</li> <li>■ Create a blank document</li> <li>■ Create a numbered or bulleted list</li> <li>■ Format objects</li> <li>■ Insert headers and footers</li> <li>■ Insert pictures</li> <li>■ Modify page setup</li> <li>■ Position objects</li> <li>■ Print all or part of a document</li> <li>■ Set line and paragraph spacing and indentation</li> <li>■ Wrap text around objects</li> </ul>	.75
<b>1.11 Wi-Fi Access Sign</b> <i>Designing a Sign</i>	<ul style="list-style-type: none"> <li>■ Insert text from a file or external source</li> <li>■ Replace text by using AutoCorrect</li> <li>■ Apply font formatting</li> <li>■ Create a blank document</li> <li>■ Format page background elements</li> <li>■ Insert pictures</li> <li>■ Insert text boxes</li> <li>■ Modify page setup</li> <li>■ Position objects</li> <li>■ Print all or part of a document</li> <li>■ Set line and paragraph spacing and indentation</li> <li>■ Wrap text around objects</li> </ul>	.75
<b>1.12 The Barkery Grand Opening</b> <i>Designing an Advertisement</i>	<ul style="list-style-type: none"> <li>■ Insert shapes</li> <li>■ Apply font formatting</li> <li>■ Change text to WordArt</li> <li>■ Create a blank document</li> <li>■ Create a numbered or bulleted list</li> <li>■ Format objects</li> <li>■ Insert pictures</li> <li>■ Position objects</li> <li>■ Print all or part of a document</li> <li>■ Set line and paragraph spacing and indentation</li> <li>■ Wrap text around objects</li> </ul>	.75
<b>1.13 Client Agreement</b> <i>Working with Signature Lines</i>	<ul style="list-style-type: none"> <li>■ Insert page numbers</li> <li>■ Save documents in alternative file formats</li> <li>■ Apply font formatting</li> <li>■ Create a numbered or bulleted list</li> <li>■ Format objects</li> <li>■ Insert headers and footers</li> <li>■ Insert pictures</li> <li>■ Modify page setup</li> <li>■ Position objects</li> <li>■ Print all or part of a document</li> </ul>	1
<b>1.14 Concussion Report</b> <i>Creating an MLA Style Report</i>	<ul style="list-style-type: none"> <li>■ Create bibliography citation sources</li> <li>■ Insert a cover page</li> <li>■ Insert citations for bibliographies</li> <li>■ Modify bibliography citation sources</li> <li>■ Split the window</li> <li>■ Apply font formatting</li> <li>■ Create a blank document</li> <li>■ Format objects</li> <li>■ Insert headers and footers</li> <li>■ Insert page numbers</li> <li>■ Insert page, section, or column breaks</li> <li>■ Insert pictures</li> <li>■ Print all or part of a document</li> <li>■ Set line and paragraph spacing and indentation</li> </ul>	1 - 1.5
<b>1.15 Pet Adoption Report</b> <i>Formatting an MLA Style Report</i>	<ul style="list-style-type: none"> <li>■ Create a table by specifying rows and columns</li> <li>■ Insert figure and table captions</li> <li>■ Modify caption properties</li> <li>■ Resize tables, rows, and columns</li> <li>■ Apply font formatting</li> <li>■ Create a blank document</li> <li>■ Create bibliography citation sources</li> <li>■ Format objects</li> <li>■ Insert a cover page</li> <li>■ Insert citations for bibliographies</li> <li>■ Insert headers and footers</li> <li>■ Insert page numbers</li> <li>■ Insert page, section, or column breaks</li> <li>■ Insert pictures</li> <li>■ Modify bibliography citation sources</li> <li>■ Print all or part of a document</li> <li>■ Set line and paragraph spacing and indentation</li> </ul>	1 - 1.5
<b>1.16 Customer Loyalty Card</b> <i>Working with SmartArt</i>	<ul style="list-style-type: none"> <li>■ Create a SmartArt graphic</li> <li>■ Format a SmartArt graphic</li> <li>■ Modify SmartArt graphic content</li> <li>■ Apply font formatting</li> <li>■ Change text to WordArt</li> <li>■ Create a blank document</li> <li>■ Format objects</li> <li>■ Insert pictures</li> <li>■ Insert shapes</li> <li>■ Insert text boxes</li> <li>■ Modify page setup</li> <li>■ Position objects</li> <li>■ Print all or part of a document</li> <li>■ Set line and paragraph spacing and indentation</li> <li>■ Wrap text around objects</li> </ul>	.75
<b>1.17 Liability Waiver</b> <i>Working with Footnotes and Endnotes</i>	<ul style="list-style-type: none"> <li>■ Insert footnotes and endnotes</li> <li>■ Modify footnote and endnote properties</li> <li>■ Modify print settings</li> <li>■ Apply font formatting</li> <li>■ Create a blank document</li> <li>■ Format objects</li> <li>■ Format page background elements</li> <li>■ Insert headers and footers</li> <li>■ Insert page numbers</li> <li>■ Insert pictures</li> <li>■ Modify page setup</li> <li>■ Position objects</li> <li>■ Print all or part of a document</li> <li>■ Set line and paragraph spacing and indentation</li> <li>■ Wrap text around objects</li> </ul>	.75 - 1
<b>1.18 Training Certificate</b> <i>Using Templates</i>	<ul style="list-style-type: none"> <li>■ Apply document themes</li> <li>■ Create a blank document using a template</li> <li>■ Format objects</li> <li>■ Insert pictures</li> <li>■ Position objects</li> <li>■ Print all or part of a document</li> <li>■ Wrap text around objects</li> </ul>	.5

Lesson	Skills	Approximate Completion Time (in hours)
<b>1.19 Puppy Profile Form</b> <i>Working with Page Breaks</i>	<ul style="list-style-type: none"> <li>■ Convert text to tables ■ Apply font formatting ■ Create a blank document</li> <li>■ Format objects ■ Insert headers and footers ■ Insert page numbers ■ Insert page, section, or column breaks ■ Insert pictures ■ Modify page setup ■ Position objects ■ Print all or part of a document ■ Resize tables, rows, and columns ■ Set line and paragraph spacing and indentation</li> </ul>	.5 - .75
<b>1.20 What's Brewin'?</b> <i>Creating a Newsletter</i>	<ul style="list-style-type: none"> <li>■ Insert a screen shot or screen clipping ■ Apply font formatting ■ Create a blank document ■ Create a table by specifying rows and columns ■ Format objects ■ Format text in multiple columns ■ Insert figure and table captions ■ Insert hyperlinks ■ Insert page, section, or column breaks ■ Insert pictures ■ Insert shapes ■ Modify caption properties ■ Modify page setup ■ Position objects ■ Print all or part of a document ■ Set line and paragraph spacing and indentation ■ Wrap text around objects</li> </ul>	1
<b>1.21 Fundraising Steps</b> <i>Creating a Memo</i>	<ul style="list-style-type: none"> <li>■ Apply table styles ■ Merge and split cells ■ Apply font formatting ■ Convert text to tables ■ Create a blank document ■ Cut, copy, and paste text ■ Format objects ■ Insert headers and footers ■ Insert pictures ■ Insert text boxes ■ Modify page setup ■ Position objects ■ Print all or part of a document ■ Set line and paragraph spacing and indentation ■ Wrap text around objects</li> </ul>	.75 - 1
<b>1.22 Common Issues Memo</b> <i>Formatting a Memo</i>	<ul style="list-style-type: none"> <li>■ Configure a repeating row header ■ Configure cell margins and spacing</li> <li>■ Sort table data ■ Split tables ■ Apply font formatting ■ Create a blank document ■ Create a table by specifying rows and columns ■ Cut, copy, and paste text ■ Merge and split cells ■ Modify page setup ■ Print all or part of a document ■ Set line and paragraph spacing and indentation</li> </ul>	.75 - 1
<b>1.23 Soccer Player Registration</b> <i>Formatting a Table of Contents</i>	<ul style="list-style-type: none"> <li>■ Apply built-in styles to text ■ Change page setup options for a section ■ Convert tables to text ■ Insert a standard table of contents ■ Move to a specific location or object in a document ■ Update a table of contents ■ Apply font formatting</li> <li>■ Create a blank document ■ Create a table by specifying rows and columns ■ Find and replace text ■ Insert page, section, or column breaks ■ Modify page setup ■ Print all or part of a document ■ Resize tables, rows, and columns ■ Search for text</li> </ul>	.75 - 1
<b>1.24 Everything You Need to Know</b> <i>Working with Bookmarks</i>	<ul style="list-style-type: none"> <li>■ Apply document style sets ■ Create bookmarks ■ Apply built-in styles to text</li> <li>■ Create a blank document ■ Cut, copy, and paste text ■ Format objects ■ Insert hyperlinks ■ Insert pictures ■ Position objects ■ Print all or part of a document</li> <li>■ Wrap text around objects</li> </ul>	1

Lesson	Skills	Approximate Completion Time (in hours)
<b>Part 2: Microsoft Excel</b>		
<b>2.1 Our Pack</b> <i>Creating Your First Workbook</i>	<ul style="list-style-type: none"> <li>■ Adjust row height and column width</li> <li>■ Create a workbook</li> <li>■ Customize the Quick Access toolbar</li> <li>■ Insert and delete columns or rows</li> <li>■ Print all or part of a workbook</li> </ul>	.75
<b>2.2 Equipment List</b> <i>Working with Named Ranges and Views</i>	<ul style="list-style-type: none"> <li>■ Apply cell formats</li> <li>■ Change window views</li> <li>■ Change workbook views</li> <li>■ Modify page setup</li> <li>■ Navigate to a named cell, range, or workbook element</li> <li>■ Set print scaling</li> <li>■ Adjust row height and column width</li> <li>■ Create a workbook</li> <li>■ Insert and delete columns or rows</li> <li>■ Print all or part of a workbook</li> </ul>	.75
<b>2.3 Player 411</b> <i>Printing Part of a Worksheet</i>	<ul style="list-style-type: none"> <li>■ Apply number formats</li> <li>■ Change magnification by using zoom tools</li> <li>■ Cut, copy, or paste data</li> <li>■ Modify document properties</li> <li>■ Set a print area</li> <li>■ Adjust row height and column width</li> <li>■ Apply cell formats</li> <li>■ Create a workbook</li> <li>■ Modify page setup</li> <li>■ Print all or part of a workbook</li> </ul>	.75 - 1
<b>2.4 Daycare Daily Schedule</b> <i>Working with Cells</i>	<ul style="list-style-type: none"> <li>■ Insert and delete cells</li> <li>■ Merge cells</li> <li>■ Modify cell alignment and indentation</li> <li>■ Wrap text within cells</li> <li>■ Adjust row height and column width</li> <li>■ Apply cell formats</li> <li>■ Create a workbook</li> <li>■ Cut, copy, or paste data</li> <li>■ Print all or part of a workbook</li> <li>■ Set print scaling</li> </ul>	.75
<b>2.5 House Music Playlist</b> <i>Working with Multiple Worksheets</i>	<ul style="list-style-type: none"> <li>■ Add a worksheet to an existing workbook</li> <li>■ Change worksheet order</li> <li>■ Change worksheet tab color</li> <li>■ Copy and move a worksheet</li> <li>■ Format cells by using Format Painter</li> <li>■ Rename a worksheet</li> <li>■ Adjust row height and column width</li> <li>■ Apply cell formats</li> <li>■ Insert and delete columns or rows</li> <li>■ Print all or part of a workbook</li> </ul>	.75
<b>2.6 Pack It Up</b> <i>Viewing Data</i>	<ul style="list-style-type: none"> <li>■ Hide or unhide columns and rows</li> <li>■ Hide or unhide worksheets</li> <li>■ Paste data by using special paste options</li> <li>■ Add a worksheet to an existing workbook</li> <li>■ Adjust row height and column width</li> <li>■ Apply cell formats</li> <li>■ Change worksheet order</li> <li>■ Copy and move a worksheet</li> <li>■ Create a workbook</li> <li>■ Cut, copy, or paste data</li> <li>■ Insert and delete columns or rows</li> <li>■ Modify cell alignment and indentation</li> <li>■ Modify page setup</li> <li>■ Print all or part of a workbook</li> <li>■ Rename a worksheet</li> <li>■ Set print scaling</li> </ul>	.5
<b>2.7 Accounts Receivable Journal</b> <i>Formatting Data</i>	<ul style="list-style-type: none"> <li>■ Apply cell styles</li> <li>■ Fill cells by using AutoFill</li> <li>■ Adjust row height and column width</li> <li>■ Apply cell formats</li> <li>■ Apply number formats</li> <li>■ Create a workbook</li> <li>■ Merge cells</li> <li>■ Modify cell alignment and indentation</li> <li>■ Modify page setup</li> <li>■ Print all or part of a workbook</li> <li>■ Set print scaling</li> </ul>	.75
<b>2.8 Customer Order Form</b> <i>Working with Text Boxes, Images &amp; Shapes</i>	<ul style="list-style-type: none"> <li>■ Insert images</li> <li>■ Insert text boxes and shapes</li> <li>■ Modify object properties</li> <li>■ Adjust row height and column width</li> <li>■ Apply cell formats</li> <li>■ Create a workbook</li> <li>■ Merge cells</li> <li>■ Modify cell alignment and indentation</li> <li>■ Print all or part of a workbook</li> <li>■ Set print scaling</li> </ul>	.75
<b>2.9 Doggie Report Card</b> <i>Modifying Page Setup</i>	<ul style="list-style-type: none"> <li>■ Change sort order</li> <li>■ Insert headers and footers</li> <li>■ Sort data by multiple columns</li> <li>■ Add a worksheet to an existing workbook</li> <li>■ Adjust row height and column width</li> <li>■ Apply cell formats</li> <li>■ Create a workbook</li> <li>■ Cut, copy, or paste data</li> <li>■ Insert and delete columns and rows</li> <li>■ Insert images</li> <li>■ Insert text boxes and shapes</li> <li>■ Merge cells</li> <li>■ Modify cell alignment and indentation</li> <li>■ Modify object properties</li> <li>■ Modify page setup</li> <li>■ Print all or part of a workbook</li> <li>■ Set print scaling</li> </ul>	.75
<b>2.10 Checkbook Register</b> <i>Displaying Formulas</i>	<ul style="list-style-type: none"> <li>■ Display formulas</li> <li>■ Insert references</li> <li>■ Adjust row height and column width</li> <li>■ Apply cell formats</li> <li>■ Apply number formats</li> <li>■ Create a workbook</li> <li>■ Fill cells by using AutoFill</li> <li>■ Modify page setup</li> <li>■ Print all or part of a workbook</li> <li>■ Set print scaling</li> </ul>	.75

Lesson	Skills	Approximate Completion Time (in hours)
<b>2.11 Projected Gross Sales</b> <i>Creating Tables</i>	<ul style="list-style-type: none"> <li>■ Apply styles to tables</li> <li>■ Configure table style options</li> <li>■ Create an Excel table from a cell range</li> <li>■ Insert total rows</li> <li>■ Adjust row height and column width</li> <li>■ Apply cell formats</li> <li>■ Apply number formats</li> <li>■ Create a workbook</li> <li>■ Display formulas</li> <li>■ Insert and delete columns or rows</li> <li>■ Insert references</li> <li>■ Merge cells</li> <li>■ Modify cell alignment and indentation</li> <li>■ Modify page setup</li> <li>■ Print all or part of a workbook</li> <li>■ Sort data by multiple columns</li> </ul>	.75
<b>2.12 Expense Report</b> <i>Performing Calculations Using SUM</i>	<ul style="list-style-type: none"> <li>■ Perform calculations by using the SUM function</li> <li>■ Replace data</li> <li>■ Search for data within a workbook</li> <li>■ Adjust row height and column width</li> <li>■ Apply cell formats</li> <li>■ Apply number formats</li> <li>■ Create a workbook</li> <li>■ Cut, copy, or paste data</li> <li>■ Display formulas</li> <li>■ Insert and delete columns or rows</li> <li>■ Merge cells</li> <li>■ Modify cell alignment and indentation</li> <li>■ Print all or part of a workbook</li> <li>■ Set print scaling</li> <li>■ Sort data by multiple columns</li> </ul>	.75
<b>2.13 Referee Referral</b> <i>Formatting Text</i>	<ul style="list-style-type: none"> <li>■ Format text by using RIGHT, LEFT, and MID functions</li> <li>■ Format text by using the CONCATENATE function</li> <li>■ Format text by using UPPER, LOWER, and PROPER functions</li> <li>■ Adjust row height and column width</li> <li>■ Apply cell formats</li> <li>■ Apply number formats</li> <li>■ Display formulas</li> <li>■ Insert and delete columns or rows</li> <li>■ Insert references</li> <li>■ Modify page setup</li> <li>■ Print all or part of a workbook</li> <li>■ Set a print area</li> <li>■ Set print scaling</li> </ul>	.75
<b>2.14 Doggie Data</b> <i>Importing Data</i>	<ul style="list-style-type: none"> <li>■ Add or remove table rows or columns</li> <li>■ Convert a table to a cell range</li> <li>■ Filter records</li> <li>■ Import data from a delimited text file</li> <li>■ Adjust row height and column width</li> <li>■ Copy and move a worksheet</li> <li>■ Create a workbook</li> <li>■ Cut, copy, or paste data</li> <li>■ Insert and delete columns or rows</li> <li>■ Merge cells</li> <li>■ Modify cell alignment and indentation</li> <li>■ Print all or part of a workbook</li> <li>■ Rename a worksheet</li> <li>■ Sort data by multiple columns</li> </ul>	.5
<b>2.15 Supplier Database</b> <i>Working with Page Breaks &amp; Themes</i>	<ul style="list-style-type: none"> <li>■ Change workbook themes</li> <li>■ Display repeating row and column titles on multipage worksheets</li> <li>■ Insert and remove hyperlinks</li> <li>■ Inspect a workbook for hidden properties or personal information</li> <li>■ Save workbooks in alternative file formats</li> <li>■ Adjust row height and column width</li> <li>■ Apply cell formats</li> <li>■ Create a workbook</li> <li>■ Cut, copy, or paste data</li> <li>■ Insert and delete columns or rows</li> <li>■ Merge cells</li> <li>■ Modify cell alignment and indentation</li> <li>■ Modify page setup</li> <li>■ Print all or part of a workbook</li> <li>■ Sort data by multiple columns</li> </ul>	.75
<b>2.16 Order History</b> <i>Performing More Calculations</i>	<ul style="list-style-type: none"> <li>■ Perform calculations by using MIN and MAX functions</li> <li>■ Perform calculations by using the AVERAGE function</li> <li>■ Perform calculations by using the COUNT function</li> <li>■ Adjust row height and column width</li> <li>■ Apply cell formats</li> <li>■ Apply number formats</li> <li>■ Change workbook themes</li> <li>■ Create a workbook</li> <li>■ Cut, copy, or paste data</li> <li>■ Display formulas</li> <li>■ Display repeating row and column titles on multipage worksheets</li> <li>■ Format text by using the CONCATENATE function</li> <li>■ Insert and delete columns or rows</li> <li>■ Insert references</li> <li>■ Merge cells</li> <li>■ Modify cell alignment and indentation</li> <li>■ Modify page setup</li> <li>■ Print all or part of a workbook</li> <li>■ Set print scaling</li> </ul>	1
<b>2.17 How Are We Doing?</b> <i>Performing Logical Operations</i>	<ul style="list-style-type: none"> <li>■ Perform logical operations by using the AVERAGEIF function</li> <li>■ Perform logical operations by using the IF function</li> <li>■ Perform logical operations by using the SUMIF function</li> <li>■ Perform statistical operations by using the COUNTIF function</li> <li>■ Adjust row height and column width</li> <li>■ Apply cell formats</li> <li>■ Apply number formats</li> <li>■ Change workbook themes</li> <li>■ Create a workbook</li> <li>■ Display formulas</li> <li>■ Format text by using RIGHT, LEFT, and MID functions</li> <li>■ Hide or unhide columns and rows</li> <li>■ Merge cells</li> <li>■ Modify cell alignment and indentation</li> <li>■ Modify page setup</li> <li>■ Print all or part of a workbook</li> <li>■ Wrap text within cells</li> </ul>	1

Lesson	Skills	Approximate Completion Time (in hours)
<b>2.18 Doggie Drive</b> <i>Outlining Data</i>	<ul style="list-style-type: none"> <li>■ Insert subtotals ■ Outline data ■ Adjust row height and column width ■ Apply cell formats ■ Change workbook themes ■ Modify cell alignment and indentation ■ Modify page setup ■ Print all or part of a workbook ■ Sort data by multiple columns</li> </ul>	.75
<b>2.19 Trophy Order Form</b> <i>Inspecting Workbooks</i>	<ul style="list-style-type: none"> <li>■ Add alternative text to objects for accessibility ■ Inspect a workbook for accessibility issues ■ Inspect a workbook for compatibility issues ■ Remove duplicate records ■ Adjust row height and column width ■ Apply cell formats ■ Apply number formats ■ Create a workbook ■ Insert images ■ Insert references ■ Merge cells ■ Modify cell alignment and indentation ■ Modify object properties ■ Perform calculations by using the SUM function ■ Print all or part of a workbook ■ Set print scaling</li> </ul>	.75
<b>2.20 Daily Sales Record</b> <i>Applying Conditional Formatting</i>	<ul style="list-style-type: none"> <li>■ Apply conditional formatting ■ Adjust row height and column width ■ Apply cell formats ■ Apply cell styles ■ Apply number formats ■ Create a workbook ■ Cut, copy, or paste data ■ Fill cells by using AutoFill ■ Insert references ■ Merge cells ■ Modify cell alignment and indentation ■ Print all or part of a workbook</li> </ul>	.75
<b>2.21 Sales Forecast</b> <i>Creating Charts</i>	<ul style="list-style-type: none"> <li>■ Create a new chart ■ Move charts to a chart sheet ■ Resize charts ■ Adjust row height and column width ■ Apply cell formats ■ Apply number formats ■ Create a workbook ■ Hide or unhide columns or rows ■ Insert references ■ Merge cells ■ Modify cell alignment and indentation ■ Perform calculations by using the SUM function ■ Print all or part of a workbook ■ Remove duplicate records ■ Rename a worksheet ■ Set print scaling ■ Sort data by multiple columns</li> </ul>	1
<b>2.22 Building Occupancy Trends</b> <i>Inserting Sparklines</i>	<ul style="list-style-type: none"> <li>■ Insert sparklines ■ Adjust row height and column width ■ Apply cell formats ■ Apply number formats ■ Change workbook themes ■ Create a workbook ■ Merge cells ■ Modify cell alignment and indentation ■ Modify page setup ■ Perform calculations by using the AVERAGE function ■ Print all or part of a workbook ■ Set print scaling</li> </ul>	.75
<b>2.23 Combination Meal Nutrition</b> <i>Analyzing Data</i>	<ul style="list-style-type: none"> <li>■ Analyze data by using Quick Analysis ■ Adjust row height and column width ■ Apply cell formats ■ Create a new chart ■ Create a workbook ■ Insert references ■ Merge cells ■ Modify cell alignment and indentation ■ Print all or part of a workbook ■ Resize charts</li> </ul>	.75
<b>2.24 Profit and Loss Budget</b> <i>Formatting Charts</i>	<ul style="list-style-type: none"> <li>■ Add additional data series ■ Switch between rows and columns in source data ■ Add a worksheet to an existing workbook ■ Adjust row height and column width ■ Apply cell formats ■ Apply number formats ■ Change worksheet order ■ Copy and move a worksheet ■ Create a new chart ■ Create a workbook ■ Insert references ■ Modify cell alignment and indentation ■ Perform calculations by using the SUM function ■ Print all or part of a workbook ■ Rename a worksheet ■ Resize charts</li> </ul>	.75
<b>2.25 Tournament Standings</b> <i>Modifying Charts</i>	<ul style="list-style-type: none"> <li>■ Add and modify chart elements ■ Apply chart layouts and styles ■ Adjust row height and column width ■ Apply cell formats ■ Change workbook themes ■ Create a new chart ■ Create a workbook ■ Fill cells by using AutoFill ■ Merge cells ■ Modify cell alignment and indentation ■ Move charts to a chart sheet ■ Print all or part of a workbook ■ Rename a worksheet ■ Sort data by multiple columns</li> </ul>	.75

Lesson	Skills	Approximate Completion Time (in hours)
<b>Part 3: Microsoft PowerPoint</b>		
<b>3.1 Meet Our Breeds</b> <i>Creating Your First Presentation</i>	<ul style="list-style-type: none"> <li>■ Apply a different slide layout</li> <li>■ Create a new presentation</li> <li>■ Create bulleted and numbered lists</li> <li>■ Delete slides</li> <li>■ Insert images</li> <li>■ Insert specific slide layouts</li> <li>■ Insert text on a slide</li> <li>■ Modify individual slide backgrounds</li> <li>■ Print all or part of a presentation</li> <li>■ Proof a presentation</li> <li>■ Resize and crop images</li> </ul>	.75
<b>3.2 Event Schedule</b> <i>Formatting Text</i>	<ul style="list-style-type: none"> <li>■ Align objects</li> <li>■ Apply formatting and styles to text</li> <li>■ Format text in multiple columns</li> <li>■ Insert or replace shapes</li> <li>■ Insert text boxes</li> <li>■ Resize shapes and text boxes</li> <li>■ Set animation paths</li> <li>■ Create a new presentation</li> <li>■ Insert specific slide layouts</li> <li>■ Insert text on a slide</li> <li>■ Print all or part of a presentation</li> <li>■ Proof a presentation</li> </ul>	.75
<b>3.3 Nutrition Class</b> <i>Applying Transitions</i>	<ul style="list-style-type: none"> <li>■ Apply WordArt styles to text</li> <li>■ Hide and unhide slides</li> <li>■ Insert slide transitions</li> <li>■ Set transition effect options</li> <li>■ Apply a different slide layout</li> <li>■ Apply formatting and styles to text</li> <li>■ Create a new presentation</li> <li>■ Insert images</li> <li>■ Insert specific slide layouts</li> <li>■ Insert text on a slide</li> <li>■ Modify individual slide backgrounds</li> <li>■ Print all or part of a presentation</li> <li>■ Proof a presentation</li> </ul>	.75
<b>3.4 Let's Go Outside</b> <i>Printing a Presentation</i>	<ul style="list-style-type: none"> <li>■ Apply styles and effects</li> <li>■ Change slide size</li> <li>■ Change views of a presentation</li> <li>■ Set file properties</li> <li>■ Apply a different slide layout</li> <li>■ Create a new presentation</li> <li>■ Insert images</li> <li>■ Insert slide transitions</li> <li>■ Insert specific slide layouts</li> <li>■ Insert text on a slide</li> <li>■ Modify individual slide backgrounds</li> <li>■ Print all or part of a presentation</li> <li>■ Proof a presentation</li> <li>■ Resize and crop images</li> </ul>	.75
<b>3.5 App Design</b> <i>Creating a Wireframe Presentation</i>	<ul style="list-style-type: none"> <li>■ Display alignment tools</li> <li>■ Duplicate existing slides</li> <li>■ Format shapes and text boxes</li> <li>■ Print in color, grayscale, or black and white</li> <li>■ Align objects</li> <li>■ Change slide size</li> <li>■ Create a new presentation</li> <li>■ Insert images</li> <li>■ Insert or replace shapes</li> <li>■ Insert specific slide layouts</li> <li>■ Print all or part of a presentation</li> <li>■ Proof a presentation</li> <li>■ Resize and crop images</li> <li>■ Resize shapes and text boxes</li> </ul>	.75
<b>3.6 Sports Complex Map</b> <i>Working with Images</i>	<ul style="list-style-type: none"> <li>■ Apply styles to shapes and text boxes</li> <li>■ Configure slide show options</li> <li>■ Configure transition start and finish options</li> <li>■ Set transition effect duration</li> <li>■ Align objects</li> <li>■ Apply formatting and styles to text</li> <li>■ Apply styles and effects</li> <li>■ Create a new presentation</li> <li>■ Create bulleted and numbered lists</li> <li>■ Format shapes and text boxes</li> <li>■ Format text in multiple columns</li> <li>■ Insert images</li> <li>■ Insert or replace shapes</li> <li>■ Insert slide transitions</li> <li>■ Insert specific slide layouts</li> <li>■ Insert text on a slide</li> <li>■ Modify individual slide backgrounds</li> <li>■ Print all or part of a presentation</li> <li>■ Proof a presentation</li> <li>■ Resize and crop images</li> <li>■ Resize shapes and text boxes</li> </ul>	1
<b>3.7 Agility Course Design</b> <i>Applying Animation</i>	<ul style="list-style-type: none"> <li>■ Apply animations to objects</li> <li>■ Apply animations to text</li> <li>■ Create SmartArt graphics</li> <li>■ Group objects</li> <li>■ Reorder animations on a slide</li> <li>■ Apply formatting and styles to text</li> <li>■ Create a new presentation</li> <li>■ Create bulleted and numbered lists</li> <li>■ Format shapes and text boxes</li> <li>■ Insert images</li> <li>■ Insert or replace shapes</li> <li>■ Insert specific slide layouts</li> <li>■ Insert text on a slide</li> <li>■ Modify individual slide backgrounds</li> <li>■ Print all or part of a presentation</li> <li>■ Proof a presentation</li> <li>■ Resize and crop images</li> <li>■ Resize shapes and text boxes</li> </ul>	1 - 1.5

Lesson	Skills	Approximate Completion Time (in hours)
<b>3.8 Make Your Own Hot Cocoa Bar</b> <i>Formatting SmartArt</i>	<ul style="list-style-type: none"> <li>■ Add shapes to SmartArt graphics</li> <li>■ Change the color of SmartArt graphics</li> <li>■ Convert lists to SmartArt graphics</li> <li>■ Reorder shapes in SmartArt graphics</li> <li>■ Set animation effect options</li> <li>■ Apply a different slide layout</li> <li>■ Apply animations to objects</li> <li>■ Apply animations to text</li> <li>■ Apply formatting and styles to text</li> <li>■ Apply styles and effects</li> <li>■ Configure slide show options</li> <li>■ Configure transition start and finish options</li> <li>■ Create a new presentation</li> <li>■ Create SmartArt graphics</li> <li>■ Insert images</li> <li>■ Insert slide transitions</li> <li>■ Insert specific slide layouts</li> <li>■ Insert text on a slide</li> <li>■ Modify individual slide backgrounds</li> <li>■ Print all or part of a presentation</li> <li>■ Proof a presentation</li> <li>■ Resize and crop images</li> <li>■ Set transition effect duration</li> </ul>	.75 - 1
<b>3.9 Be Careful</b> <i>Printing Notes and Handouts</i>	<ul style="list-style-type: none"> <li>■ Import Word document outlines</li> <li>■ Print handouts</li> <li>■ Print notes pages</li> <li>■ Apply a different slide layout</li> <li>■ Apply animations to objects</li> <li>■ Apply animations to text</li> <li>■ Apply styles and effects</li> <li>■ Change views of a presentation</li> <li>■ Configure transition start and finish options</li> <li>■ Delete slides</li> <li>■ Group objects</li> <li>■ Format shapes and text boxes</li> <li>■ Insert images</li> <li>■ Insert or replace shapes</li> <li>■ Insert slide transitions</li> <li>■ Insert specific slide layouts</li> <li>■ Insert text on a slide</li> <li>■ Print all or part of a presentation</li> <li>■ Proof a presentation</li> <li>■ Resize and crop images</li> <li>■ Resize shapes and text boxes</li> </ul>	.75
<b>3.10 Puppy Cam</b> <i>Working with Comments</i>	<ul style="list-style-type: none"> <li>■ Insert comments</li> <li>■ Inspect a presentation</li> <li>■ Protect a presentation</li> <li>■ Review comments</li> <li>■ Create a new presentation</li> <li>■ Insert images</li> <li>■ Insert or replace shapes</li> <li>■ Insert specific slide layouts</li> <li>■ Print all or part of a presentation</li> <li>■ Proof a presentation</li> <li>■ Resize and crop images</li> </ul>	.75
<b>3.11 Pastry Chef Profile</b> <i>Saving a Presentation As a Video</i>	<ul style="list-style-type: none"> <li>■ Export presentations to other formats</li> <li>■ Insert hyperlinks</li> <li>■ Order objects</li> <li>■ Apply animations to objects</li> <li>■ Change the color of SmartArt graphics</li> <li>■ Configure transition start and finish options</li> <li>■ Convert lists to SmartArt graphics</li> <li>■ Create a new presentation</li> <li>■ Format shapes and text boxes</li> <li>■ Insert images</li> <li>■ Insert or replace shapes</li> <li>■ Insert slide transitions</li> <li>■ Insert specific slide layouts</li> <li>■ Insert text on a slide</li> <li>■ Modify individual slide backgrounds</li> <li>■ Print all or part of a presentation</li> <li>■ Proof a presentation</li> <li>■ Resize and crop images</li> <li>■ Set animation effect options</li> <li>■ Set transition effect duration</li> <li>■ Set transition effect options</li> </ul>	1
<b>3.12 Entrepreneurship Expo</b> <i>Presenting a Slide Show</i>	<ul style="list-style-type: none"> <li>■ Create a chart</li> <li>■ Create custom slide shows</li> <li>■ Import a table</li> <li>■ Present a slide show by using Presenter View</li> <li>■ Apply animations to text</li> <li>■ Apply formatting and styles to text</li> <li>■ Create a new presentation</li> <li>■ Format shapes and text boxes</li> <li>■ Insert images</li> <li>■ Insert or replace shapes</li> <li>■ Insert slide transitions</li> <li>■ Insert specific slide layouts</li> <li>■ Insert text on a slide</li> <li>■ Order objects</li> <li>■ Print all or part of a presentation</li> <li>■ Proof a presentation</li> <li>■ Resize and crop images</li> <li>■ Resize shapes and text boxes</li> <li>■ Set animation effect options</li> <li>■ Set transition effect options</li> </ul>	.75 - 1
<b>3.13 Fitness Class Schedule</b> <i>Creating Tables</i>	<ul style="list-style-type: none"> <li>■ Apply table styles</li> <li>■ Create a table</li> <li>■ Insert and delete table rows and columns</li> <li>■ Apply formatting and styles to text</li> <li>■ Configure slide show options</li> <li>■ Configure transition start and finish options</li> <li>■ Create a new presentation</li> <li>■ Format shapes and text boxes</li> <li>■ Insert images</li> <li>■ Insert or replace shapes</li> <li>■ Insert slide transitions</li> <li>■ Insert specific slide layouts</li> <li>■ Insert text on a slide</li> <li>■ Order objects</li> <li>■ Print all or part of a presentation</li> <li>■ Proof a presentation</li> <li>■ Resize and crop images</li> <li>■ Set transition effect duration</li> <li>■ Set transition effect options</li> </ul>	.75
<b>3.14 Menu</b> <i>Rehearsing a Presentation</i>	<ul style="list-style-type: none"> <li>■ Rehearse slide show timing</li> <li>■ Apply formatting and styles to text</li> <li>■ Configure slide show options</li> <li>■ Create a new presentation</li> <li>■ Format shapes and text boxes</li> <li>■ Import a table</li> <li>■ Insert images</li> <li>■ Insert slide transitions</li> <li>■ Insert specific slide layouts</li> <li>■ Insert text on a slide</li> <li>■ Print all or part of a presentation</li> <li>■ Proof a presentation</li> <li>■ Resize and crop images</li> <li>■ Set transition effect options</li> </ul>	.75

Lesson	Skills	Approximate Completion Time (in hours)
<b>3.15 Pet Care Check</b> <i>Modifying Slide Order</i>	<ul style="list-style-type: none"> <li>■ Create sections ■ Modify slide order ■ Rename sections ■ Apply styles and effects ■ Insert images ■ Print all or part of a presentation ■ Proof a presentation ■ Resize and crop images</li> </ul>	.75
<b>3.16 Latte Art</b> <i>Working with Multiple Presentations</i>	<ul style="list-style-type: none"> <li>■ Adjust media window size ■ Compare two presentations ■ Configure media playback options ■ Insert audio and video clips ■ Insert slides from another presentation ■ Preserve presentation content ■ Set media timing options ■ Set the video start and stop time ■ Configure slide show options ■ Create a new presentation ■ Insert images ■ Insert slide transitions ■ Insert specific slide layouts ■ Insert text on a slide ■ Modify slide order ■ Print all or part of a presentation ■ Proof a presentation ■ Rehearse slide show timing ■ Resize and crop images ■ Set transition effect options</li> </ul>	.75 - 1
<b>3.17 Trampoline Park Investors</b> <i>Formatting the Slide Masters</i>	<ul style="list-style-type: none"> <li>■ Change the Slide Master theme or background ■ Create a slide layout ■ Insert slide headers, footers, and page numbers ■ Modify a slide layout ■ Modify Slide Master content ■ Modify the Handout Master ■ Modify the Notes Master ■ Create a new presentation ■ Insert images ■ Insert slide transitions ■ Insert specific slide layouts ■ Insert text on a slide ■ Print all or part of a presentation ■ Proof a presentation ■ Resize and crop images ■ Set transition effect options</li> </ul>	.75 - 1
<b>3.18 Franchise Pitch</b> <i>Using Templates</i>	<ul style="list-style-type: none"> <li>■ Create a presentation based on a template ■ Change the Slide Master theme or background ■ Delete slides ■ Insert images ■ Insert text on a slide ■ Modify Slide Master content ■ Modify slide order ■ Print all or part of a presentation ■ Proof a presentation ■ Resize and crop images</li> </ul>	.5
<b>3.19 Name That Coffee</b> <i>Formatting Charts</i>	<ul style="list-style-type: none"> <li>■ Add a legend to a chart ■ Change the chart style of a chart ■ Change the chart type ■ Import a chart ■ Apply a different slide layout ■ Apply animations to text ■ Apply formatting and styles to text ■ Change the Slide Master theme or background ■ Configure slide show options ■ Create a chart ■ Create a new presentation ■ Format shapes and text boxes ■ Insert images ■ Insert slide headers, footers, and page numbers ■ Insert slide transitions ■ Insert specific slide layouts ■ Insert text on a slide ■ Modify Slide Master content ■ Print all or part of a presentation ■ Proof a presentation ■ Rehearse slide show timing ■ Resize and crop images ■ Set transition effect options</li> </ul>	.75
<b>Total Completion Time (Approx.)</b>		<b>52 - 56</b>