

Lesson #	Lesson Name	Skills
LEARNING TO TYPE		
1	Why Should I Learn Type?	■ Identifying Benefits of Typing
2	Where Do My Fingers Go?	■ Identifying Home Row Keys ■ Demonstrating Proper Finger Placement
3	How Do I Sit?	■ Identifying Proper Posture ■ Understanding Positioning of Feet, Eyes, and Fingers
4	Where Should I Look?	■ Identifying Where to Look When Typing
5	Tips for Timed Tests	■ Preparing for Timed Tests ■ Developing Speed and Accuracy Skills
6	How to Improve Your Speed and Accuracy	■ Improving Speed and Accuracy Skills ■ Reviewing Typing Basics
COMPUTER BASICS		
All About Computers		
1	Parts of a Computer	■ Defining Hardware Components
2	What Makes a Computer Run	■ Defining Software Components
3	Using a Mouse	■ Identifying the Parts of a Mouse ■ Practicing Using a Mouse
4	Computer Lab Rules	■ Practicing Proper Technology Etiquette
Cyber Citizenship		
5	Surfing Safely	■ Understanding Important Internet Safety
6	Cyber Safety	■ Recognizing the Dangers of Cyberbullying
7	Online Behavior	■ Practicing Proper Online Behavior
8	Email Rules and Manners	■ Identifying the Parts on an Email ■ Practicing Email Etiquette
9	Internet Search Tips	■ Understanding Search Engines ■ Searching Efficiently ■ Identifying Information Sources and Plagiarism
WORD PROCESSING		
1	Introduction to Word Processing	■ Identifying real-world word processing uses ■ Identifying parts of a document ■ Understanding basic word processing features ■ Navigating and utilizing icons and drop-down menus
2	Creating and Saving a Document	■ Creating a new document ■ Saving a document ■ Sharing a document ■ Printing a document ■ Closing a document
3	Typing and Selecting Text	■ Entering text ■ Deleting text ■ Using the Enter key ■ Using the Backspace key ■ Using the Tab key ■ Using a mouse ■ Navigating with arrow keys ■ Selecting text
4	Copying and Pasting Text	■ Cutting text ■ Copying text ■ Pasting text ■ Using shortcuts ■ Using Undo and Redo
5	Formatting Font	■ Changing font style ■ Changing font size ■ Applying bold, italics, and underline ■ Changing font color ■ Highlighting text
6	Aligning Text	■ Aligning text

Curriculum Guide

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7	Creating Lists	■ Using bulleted and numbered lists
8	Proofing a Document	■ Checking spelling and grammar ■ Using Thesaurus
9	Creating Tables	■ Inserting a table ■ Entering text in a table ■ Adding rows to a table
10	Inserting Images	■ Inserting online images ■ Resizing images ■ Rotating images ■ Copying and pasting images ■ Applying image borders

SPREADSHEETS

1	Introduction to Spreadsheets	■ Identifying real-world spreadsheets uses ■ Identifying the parts of a workbook ■ Understanding basic spreadsheets features ■ Navigating and utilizing icons and drop-down menus
2	Creating and Saving a Spreadsheet	■ Creating a new spreadsheet ■ Saving a spreadsheet ■ Sharing a spreadsheet ■ Using Print Preview ■ Printing a spreadsheet ■ Closing a spreadsheet
3	Entering and Editing Data	■ Entering data ■ Deleting data ■ Selecting cells or ranges ■ Using cut, copy, and paste ■ Resizing rows and columns ■ Navigating with the mouse and keyboard ■ Inserting and deleting columns and rows
4	Formatting Cells	■ Changing font style ■ Changing font size ■ Applying bold, italics, and underline ■ Applying cell fill ■ Applying borders
5	Merging and Aligning Cells	■ Merging and centering cells ■ Aligning cell data
6	Using Number Formats	■ Applying percent number format ■ Applying currency number format
7	Using a Spreadsheet as a Calculator	■ Adding numbers ■ Subtracting numbers ■ Multiplying numbers ■ Dividing numbers
8	Working with Functions	■ Using the MIN function ■ Using the MAX function ■ Using the AVERAGE function ■ Using the SUM function
9	Sorting Data	■ Sorting numbers ■ Sorting text
10	Creating Charts	■ Creating column charts ■ Creating pie charts ■ Formatting charts

PRESENTATIONS

1	Introduction to Presentations	■ Identifying real-world presentations uses ■ Identifying the parts of a slide show ■ Understanding basic presentations features ■ Navigating and utilizing icons and drop-down menus
2	Creating and Saving a Presentation	■ Creating a new presentation ■ Saving a presentation ■ Sharing a presentation ■ Printing a presentation ■ Closing a presentation
3	Entering Text on a Slide	■ Inserting text in a placeholder ■ Using bulleted lists ■ Deleting text ■ Selecting text ■ Inserting new slides ■ Selecting slide layouts ■ Playing a presentation
4	Formatting Text	■ Changing font style ■ Formatting font size ■ Applying bold, italics, and underline ■ Changing font color ■ Aligning text
5	Adding Transitions	■ Applying transitions ■ Adding speaker notes
6	Using Themes	■ Applying presentation themes

Lesson #	Lesson Name	Skills
7	Changing Slide Background	■ Changing slide background color ■ Inserting WordArt ■ Resizing WordArt
8	Working with Shapes	■ Inserting basic shapes ■ Resizing shapes ■ Rotating shapes ■ Moving shapes ■ Changing shape fill and outline
9	Working with Images	■ Inserting images ■ Resizing images ■ Applying image borders ■ Moving images
10	Animating Text and Shapes	■ Animating text ■ Animating objects