

Lesson #	Lesson Name	Skills	Approximate Completion Time (in hours)
<b>PROFESSIONALISM IN THE WORKPLACE</b>			
1	<b>Career Prep</b>	■ Soft Skills ■ Rules, Laws, and Regulations of the Workplace	.75 - 1
2	<b>Time Management</b>	■ Time Management Skills	.75 - 1
3	<b>Communication and Collaboration</b>	■ Verbal and Nonverbal Communication ■ Developing Writing Skills ■ Collaboration and Teamwork	.75 - 1
4	<b>Technology in the Workplace - Background</b>	■ Ethics and Values ■ Privacy ■ Computers in the Workplace	.75 - 1
5	<b>Technology in the Workplace - Hardware</b>	■ Hardware Components ■ Operation and Maintenance of Equipment	.75
6	<b>Technology in the Workplace - Software</b>	■ Word Processing Software ■ Evaluating Word Processing Software	.75 - 1
7	<b>Learning to Type</b>	■ Benefits of Learning to Type ■ Proper Finger Placement ■ Proper Posture ■ Numeric Keypad ■ Numeric, Symbol, and Miscellaneous Keys	.5

**Completion Time: 5 - 6.5 hrs.**

<b>WORD PROCESSING</b>			
<b>SKILL BUILDING</b>			
1	<b>Creating Your First Document</b>	■ Creating, Naming, and Saving a Document ■ Revising, Renaming, and Saving an Existing Document ■ Changing Font and Font Size ■ Changing Line Spacing ■ Printing a Document ■ Closing a Document	.5
2	<b>Formatting Text</b>	■ Applying Bold, Italics, and Underline ■ Increasing and Decreasing Font Size ■ Aligning Text ■ Using Cut, Copy, and Paste ■ Creating a Numbered List	.5 - .75
3	<b>Working with Bookmarks</b>	■ Inserting a Page Break ■ Inserting a Bookmark ■ Hyperlinking Text to a Bookmark	.75
4	<b>Proofing Your Document</b>	■ Using Spelling and Grammar Check ■ Using the Thesaurus Tool ■ Applying Bold, Italics, and Underline	.5
5	<b>Changing Paragraph Line Spacing</b>	■ Writing a Summary ■ Applying Bold, Italics, and Underline ■ Changing Paragraph Line Spacing ■ Using Word Count	.75
6	<b>Creating a Bulleted List</b>	■ Applying Bold, Italics, and Underline ■ Aligning Text ■ Changing Font and Font Size ■ Formatting Numbered Lists ■ Using Bullets ■ Formatting Customized Bullets	.75
7	<b>Using Table Basics</b>	■ Inserting Tables ■ Shading Cells, Rows, and Columns ■ Inserting Rows ■ Merging Cells ■ Applying Bold, Italics, and Underline ■ Aligning Text	.75
8	<b>Formatting Tables</b>	■ Inserting Tables ■ Merging Cells ■ Shading Cells, Rows, and Columns ■ Changing Column Width ■ Aligning Text ■ Changing Cell Alignment ■ Changing Row Height ■ Changing Text Direction ■ Inserting an Image in a Table ■ Centering a Table Horizontally ■ Changing Font and Font Size ■ Applying Bold, Italics, and Underline ■ Resizing Images	.75

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Lesson #	Lesson Name	Skills	Approximate Completion Time (in hours)
9	<b>Setting Custom Tabs</b>	■ Setting Left, Right, and Center Tabs ■ Changing Font and Font Size ■ Aligning Text ■ Changing Line Spacing	.5
10	<b>Using Headers and Footers</b>	■ Inserting a Header ■ Inserting a Footer ■ Inserting Page Numbers ■ Inserting the Date ■ Inserting a Page Break	.5
11	<b>Vertically Centering Text</b>	■ Formatting Page Orientation ■ Setting Custom Margins ■ Adding a Page Border ■ Centering Text Vertically ■ Changing Font and Font Size ■ Aligning Text ■ Applying Bold, Italics, and Underline	.5
12	<b>Using Shapes</b>	■ Using Shapes ■ Using Shape Effects ■ Changing Shape Fill ■ Changing Shape Outline ■ Resizing Shapes ■ Grouping Shapes ■ Inserting a Header ■ Changing Page Background Color	1
13	<b>Inserting and Formatting Pictures</b>	■ Inserting a Picture ■ Resizing a Picture ■ Rotating a Picture ■ Using Layout Options ■ Applying a Border to a Picture ■ Inserting a Header ■ Using Shapes ■ Resizing Shapes ■ Changing Shape Fill ■ Changing Shape Outline ■ Changing Text Wrap	.75
14	<b>Working with Text Boxes</b>	■ Inserting a Text Box ■ Resizing Text Boxes ■ Wrapping Text Within a Text Box ■ Grouping a Text Box with Other Objects ■ Inserting a Header ■ Inserting a Picture	1 - 1.5
15	<b>Working with Design Elements</b>	■ Using WordArt ■ Formatting a Drop Cap ■ Inserting a Header ■ Applying Bold, Italics, and Underline ■ Aligning Text	.5 - .75

**Completion Time: 10 - 11 hrs.**

## CREATING PROFESSIONAL DOCUMENTS

16	<b>Basic Professional Writing</b>	■ Practicing Grammar and Business English	1 - 1.5
17	<b>Editing and Proofreading</b>	■ Using Proofreaders' Marks and Editing Basics	1 - 1.5
18	<b>Block Style Letter</b>	■ Creating a Block Style Business Letter	1 - 1.5
19	<b>Business Envelope</b>	■ Creating a Business Envelope	1 - 1.5
20	<b>Personal Business Letter</b>	■ Creating a Personal Business Letter	1 - 1.5
21	<b>Personal Envelope</b>	■ Creating a Personal Envelope	1 - 1.5
22	<b>Email Correspondence</b>	■ Creating an Email Correspondence	1 - 1.5
23	<b>Formal Report</b>	■ Formatting a Report	1 - 1.5

**Completion Time: 8 - 12 hrs.**

Lesson #	Lesson Name	Skills	Approximate Completion Time (in hours)
<b>SPREADSHEETS</b>			
<b>SKILL BUILDING</b>			
1	<b>Creating Your First Workbook</b>	■ Creating, Naming, and Saving a Workbook ■ Identifying Rows, Columns, and Cell Addresses ■ Previewing and Printing a Worksheet ■ Closing a Worksheet	.5
2	<b>Working with Columns and Rows</b>	■ Resizing Rows and Columns ■ Centering Text Vertically in a Cell ■ Wrapping Text in a Cell ■ Setting the Print Area	.5 - .75
3	<b>Editing Basics</b>	■ Inserting and Deleting Rows ■ Selecting Cells ■ Using Cut ■ Using Copy ■ Using Paste ■ Resizing Rows and Columns	.5
4	<b>Editing Your Workbook</b>	■ Inserting and Deleting Columns ■ Inserting and Deleting Rows ■ Resizing Rows and Columns ■ Freezing Panes ■ Adding Worksheets ■ Renaming a Worksheet ■ Using Copy ■ Using Paste	.75
5	<b>Retrieving and Proofing Your Worksheet</b>	■ Revising, Renaming, and Saving an Existing Workbook ■ Using Spell Check and Thesaurus ■ Changing Page Orientation ■ Adjusting Page Scaling ■ Resizing Rows and Columns	.5
6	<b>Using Headers and Footers</b>	■ Inserting a Header ■ Inserting a Footer ■ Changing Page Margins ■ Printing Gridlines ■ Printing Row and Column Headings ■ Resizing Rows and Columns	.5 - .75
7	<b>Formatting Data</b>	■ Changing Font ■ Changing Font Size ■ Applying Bold, Italics, and Underline ■ Aligning Text in Columns Horizontally ■ Resizing Rows and Columns ■ Changing Page Orientation ■ Adjusting Page Scaling	.5
8	<b>Formatting Cells</b>	■ Applying Fill Color ■ Applying Font Color ■ Changing Page Orientation ■ Adjusting Page Scaling ■ Using Merge and Center ■ Centering on a Page Horizontally and Vertically ■ Changing Font Size ■ Resizing Rows and Columns	.75 - 1
9	<b>Formatting Numbers</b>	■ Formatting Cells as Numbers with Zero Decimals ■ Increasing/Decreasing Decimal Places ■ Changing Font Size ■ Resizing Rows and Columns ■ Using Merge and Center ■ Applying Bold, Italics, and Underline ■ Adding Borders ■ Formatting Cells as Text ■ Aligning Text in Columns Horizontally ■ Using Copy ■ Using Paste ■ Centering on a Page Horizontally and Vertically ■ Printing Gridlines ■ Changing Page Orientation ■ Adjusting Page Scaling	.75 - 1
10	<b>Formatting Currency and Percent</b>	■ Formatting Cells as Currency ■ Formatting Cells as Percentages ■ Resizing Rows and Columns ■ Using Merge and Center ■ Adding Borders ■ Aligning Text in Columns Horizontally ■ Centering on a Page Horizontally and Vertically ■ Printing Gridlines	.75
11	<b>Sorting Data</b>	■ Sorting Data in Ascending Order ■ Sorting Data in Descending Order ■ Selecting Non-Adjacent Cells ■ Resizing Rows and Columns ■ Using Copy and Paste ■ Changing Font Size ■ Using Merge and Center ■ Applying Bold, Italics, and Underline ■ Centering on a Page Horizontally and Vertically ■ Adjusting Page Scaling	.75

# Curriculum Guide

Lesson #	Lesson Name	Skills	Approximate Completion Time (in hours)
12	Using Basic Calculations	<ul style="list-style-type: none"> <li>■ Using Basic Formulas: Addition</li> <li>■ Copying and Pasting Formulas</li> <li>■ Displaying Formulas</li> <li>■ Using Cell References</li> <li>■ Resizing Rows and Columns</li> <li>■ Changing Font Size</li> <li>■ Using Merge and Center</li> <li>■ Applying Bold, Italics, and Underline</li> <li>■ Using AutoFill to Complete a Sequence</li> <li>■ Centering on a Page Horizontally and Vertically</li> <li>■ Printing Gridlines</li> <li>■ Changing Page Orientation</li> <li>■ Adjusting Page Scaling</li> </ul>	.75 - 1
13	Commonly Used Formulas	<ul style="list-style-type: none"> <li>■ Using Average, Maximum, and Minimum</li> <li>■ Changing Font Size</li> <li>■ Applying Bold, Italics, and Underline</li> <li>■ Resizing Rows and Columns</li> <li>■ Aligning Text in Columns Horizontally</li> <li>■ Formatting Cells as Currency</li> <li>■ Formatting Cells as Percentages</li> <li>■ Using Basic Formulas: Multiplication</li> <li>■ Using SUM</li> <li>■ Using Basic Formulas: Subtraction</li> <li>■ Using Basic Formulas: Addition</li> <li>■ Copying and Pasting Formulas</li> <li>■ Adjusting Page Scaling</li> <li>■ Using AutoFill to Complete a Sequence</li> <li>■ Displaying Formulas</li> </ul>	.75 - 1
14	Working with Conditions	<ul style="list-style-type: none"> <li>■ Using Conditions in Formulas</li> <li>■ Resizing Rows and Columns</li> <li>■ Changing Font Size</li> <li>■ Using Merge and Center</li> <li>■ Applying Bold, Italics, and Underline</li> <li>■ Using Basic Formulas: Addition</li> <li>■ Copying and Pasting Formulas</li> <li>■ Displaying Formulas</li> <li>■ Centering on a Page Horizontally and Vertically</li> <li>■ Printing Gridlines</li> <li>■ Changing Page Orientation</li> <li>■ Adjusting Page Scaling</li> <li>■ Formatting Cells as Accounting</li> </ul>	.75 - 1
15	Working with Illustrations	<ul style="list-style-type: none"> <li>■ Inserting a Clip Art Image</li> <li>■ Resizing Rows and Columns</li> <li>■ Changing Font Size</li> <li>■ Using Merge and Center</li> <li>■ Aligning Text in Columns Horizontally</li> <li>■ Centering on a Page Horizontally and Vertically</li> <li>■ Changing Page Orientation</li> <li>■ Adjusting Page Scaling</li> </ul>	.75
16	Creating a Pie Chart	<ul style="list-style-type: none"> <li>■ Inserting a Pie Chart</li> <li>■ Formatting a Pie Chart</li> <li>■ Changing Font</li> <li>■ Applying Bold, Italics, and Underline</li> <li>■ Resizing Rows and Columns</li> <li>■ Changing Font Size</li> <li>■ Adjusting Page Scaling</li> </ul>	.75
17	Creating a Line Graph	<ul style="list-style-type: none"> <li>■ Creating a Line Graph</li> <li>■ Formatting a Line Graph</li> <li>■ Using the Fill Effects Feature in a Graph</li> <li>■ Changing Font</li> <li>■ Applying Bold, Italics, and Underline</li> <li>■ Resizing Rows and Columns</li> <li>■ Formatting Cells as Accounting</li> <li>■ Adjusting Page Scaling</li> </ul>	.75
18	Creating a Column and Bar Chart	<ul style="list-style-type: none"> <li>■ Inserting a Bar Chart</li> <li>■ Formatting a Bar Chart</li> <li>■ Inserting a Column Chart</li> <li>■ Formatting a Column Chart</li> <li>■ Resizing Rows and Columns</li> <li>■ Changing Font Size</li> <li>■ Using Merge and Center</li> <li>■ Applying Bold, Italics, and Underline</li> <li>■ Formatting Cells as Numbers with Zero Decimals</li> <li>■ Centering on a Page Horizontally and Vertically</li> <li>■ Changing Page Orientation</li> <li>■ Adjusting Page Scaling</li> <li>■ Moving a Chart to a New Sheet</li> </ul>	.75 - 1
<b>Completion Time: 12 - 14 hrs.</b>			

Lesson #	Lesson Name	Skills	Approximate Completion Time (in hours)
<b>PRESENTATIONS</b>			
<b>SKILL BUILDING</b>			
1	<b>Creating Your First Presentation</b>	<ul style="list-style-type: none"> <li>■ Creating a Blank Presentation</li> <li>■ Saving a Presentation</li> <li>■ Inserting New Slides</li> <li>■ Changing Font and Font Size</li> <li>■ Aligning Text</li> <li>■ Using Bulleted Lists</li> <li>■ Removing Bullets</li> <li>■ Viewing a Slide Show</li> <li>■ Printing a Presentation</li> <li>■ Closing a Presentation</li> </ul>	.5
2	<b>Formatting Text Basics</b>	<ul style="list-style-type: none"> <li>■ Opening an Existing Presentation</li> <li>■ Using Save As</li> <li>■ Revising an Existing Presentation</li> <li>■ Applying Bold, Italic, Underline, and Text Shadow</li> <li>■ Changing Font Color</li> <li>■ Changing Font and Font Size</li> </ul>	.5
3	<b>Arranging Slide Layout</b>	<ul style="list-style-type: none"> <li>■ Changing Slide Layout</li> <li>■ Applying Bold, Italic, Underline, and Text Shadow</li> <li>■ Changing Font and Font Size</li> <li>■ Aligning Text</li> </ul>	.5
4	<b>Formatting Paragraphs</b>	<ul style="list-style-type: none"> <li>■ Using Numbered Lists</li> <li>■ Increasing List Levels</li> <li>■ Changing Line Spacing</li> <li>■ Changing Font and Font Size</li> <li>■ Applying Bold, Italic, Underline, and Text Shadow</li> <li>■ Aligning Text</li> <li>■ Using Bulleted Lists</li> <li>■ Removing Bullets</li> </ul>	.5 - .75
5	<b>Formatting Text Boxes</b>	<ul style="list-style-type: none"> <li>■ Inserting a Text Box</li> <li>■ Resizing a Text Box</li> <li>■ Deleting a Slide</li> <li>■ Changing Font and Font Size</li> <li>■ Aligning Text</li> <li>■ Using Bulleted Lists</li> <li>■ Changing Slide Layout</li> </ul>	.5 - .75
6	<b>Using Basic Shapes</b>	<ul style="list-style-type: none"> <li>■ Inserting Basic Shapes</li> <li>■ Resizing Shapes</li> <li>■ Changing Font and Font Size</li> <li>■ Aligning Text</li> <li>■ Changing Font Color</li> </ul>	1
7	<b>Formatting Basic Shapes</b>	<ul style="list-style-type: none"> <li>■ Changing Shape Fill</li> <li>■ Adding Text to a Shape</li> <li>■ Changing Shape Outline</li> <li>■ Using Shape Effects</li> <li>■ Using Quick Styles</li> <li>■ Changing Font and Font Size</li> <li>■ Changing Font Color</li> </ul>	.75
8	<b>Arranging and Enhancing Shapes and Objects</b>	<ul style="list-style-type: none"> <li>■ Changing Shape Height</li> <li>■ Changing Shape Width</li> <li>■ Using Copy and Paste</li> <li>■ Rotating Objects</li> <li>■ Duplicating Slides</li> <li>■ Arranging Objects</li> <li>■ Aligning Objects</li> <li>■ Grouping Objects</li> <li>■ Inserting a Text Box</li> <li>■ Changing Font and Font Size</li> <li>■ Aligning Text</li> <li>■ Inserting Basic Shapes</li> <li>■ Changing Shape Fill</li> <li>■ Changing Shape Outline</li> </ul>	1
9	<b>Working with and Enhancing Images</b>	<ul style="list-style-type: none"> <li>■ Inserting Pictures</li> <li>■ Cropping a Picture</li> <li>■ Aligning Pictures</li> <li>■ Applying Picture Effects</li> <li>■ Applying Picture Borders</li> <li>■ Applying Picture Styles</li> <li>■ Inserting a Text Box</li> <li>■ Changing Font and Font Size</li> <li>■ Aligning Text</li> <li>■ Using Bulleted Lists</li> <li>■ Changing Font Color</li> <li>■ Applying a Picture as a Slide Background</li> <li>■ Grouping Objects</li> </ul>	.75
10	<b>Formatting Headers and Footers</b>	<ul style="list-style-type: none"> <li>■ Using Headers and Footers</li> <li>■ Editing a Slide Master</li> <li>■ Inserting a Text Box</li> <li>■ Aligning Text</li> <li>■ Changing Font and Font Size</li> <li>■ Using Bulleted Lists</li> </ul>	.75
11	<b>Using Tables</b>	<ul style="list-style-type: none"> <li>■ Inserting and Formatting a Table</li> <li>■ Aligning Text</li> <li>■ Using Headers and Footers</li> <li>■ Changing Font and Font Size</li> <li>■ Inserting WordArt</li> <li>■ Resizing WordArt</li> <li>■ Changing Font Color</li> <li>■ Inserting a Hyperlink</li> <li>■ Changing Slide Layout</li> <li>■ Inserting Pictures</li> <li>■ Applying Background Fill Color</li> </ul>	.75 - 1

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Lesson #	Lesson Name	Skills	Approximate Completion Time (in hours)
12	Using Slide Zooms	<ul style="list-style-type: none"> <li>■ Inserting Slide Zooms</li> <li>■ Inserting a Text Box</li> <li>■ Aligning Text</li> <li>■ Changing Font and Font Size</li> <li>■ Applying Background Fill Color</li> <li>■ Changing Slide Layout</li> <li>■ Applying Bold, Italic, Underline, and Text Shadow</li> <li>■ Inserting Basic Shapes</li> <li>■ Resizing Shapes</li> <li>■ Inserting a Hyperlink</li> <li>■ Applying Picture Borders</li> </ul>	.75
13	Using Video	<ul style="list-style-type: none"> <li>■ Using Video in a Slide</li> <li>■ Reordering Slides</li> <li>■ Using Templates</li> <li>■ Inserting Pictures</li> </ul>	.75
14	Applying Transitions	<ul style="list-style-type: none"> <li>■ Applying Slide Transitions to All Slides</li> <li>■ Applying Background Gradients</li> </ul>	.5 - .75
15	Applying Special Effects to Transitions	<ul style="list-style-type: none"> <li>■ Using Sound</li> <li>■ Applying Slide Transitions</li> <li>■ Timing Transitions</li> <li>■ Previewing Transitions</li> <li>■ Applying a Slide Theme</li> <li>■ Changing a Slide Theme</li> </ul>	1
16	Applying Animation to Text Boxes	<ul style="list-style-type: none"> <li>■ Applying Animation to Text</li> <li>■ Applying Effect Options to Animations</li> <li>■ Previewing Animations</li> <li>■ Applying Background Fill Color</li> <li>■ Aligning Text</li> <li>■ Changing Font and Font Size</li> <li>■ Using Bulleted Lists</li> </ul>	.75 - 1
17	Using Tools to Help You Present	<ul style="list-style-type: none"> <li>■ Adding Notes to Slides</li> <li>■ Using Notes Page View</li> <li>■ Printing Slides with Notes</li> <li>■ Applying Background Fill Color</li> <li>■ Aligning Text</li> <li>■ Changing Font and Font Size</li> <li>■ Inserting Pictures</li> <li>■ Using Bulleted Lists</li> <li>■ Removing Bullets</li> <li>■ Using Slide Sorter View</li> </ul>	1
18	Applying the Finishing Touches	<ul style="list-style-type: none"> <li>■ Setting Up a Slide Show</li> <li>■ Rehearsing Timings for a Slide Show</li> <li>■ Making Your Own Design Decisions</li> <li>■ Applying Background Fill Color</li> <li>■ Aligning Text</li> <li>■ Changing Font and Font Size</li> <li>■ Changing Font Color</li> <li>■ Applying Slide Transitions</li> <li>■ Inserting Pictures</li> <li>■ Applying Animation to Shapes, Pictures, and WordArt</li> <li>■ Applying Effect Options to Animations</li> </ul>	.75
19	Practicing a Speech	<ul style="list-style-type: none"> <li>■ Using Presenter View</li> <li>■ Recording a Presentation</li> <li>■ Applying Animation to Text</li> <li>■ Applying Slide Transitions</li> <li>■ Adding Notes to Slides</li> <li>■ Using Notes Page View</li> <li>■ Applying a Slide Theme</li> </ul>	1
20	Presenting Oral Reports	<ul style="list-style-type: none"> <li>■ Preparing an Oral Report</li> <li>■ Using Visuals in Presentations</li> <li>■ Presenting Visual and Oral Reports</li> </ul>	1 - 1.5

**Completion Time: 15 - 18 hrs.**

**Total Completion Time: 50 - 61.5 hrs.**