



Internet and Computing Core Certification Guide

Using Windows 7 & Microsoft® Office 2010

Courseware 1152



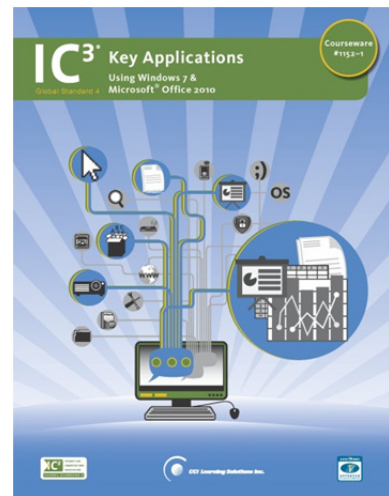
CCI Learning Solutions Inc.



Course Description

This courseware is designed to introduce the popular applications commonly used in a business or school environment. Participants will look at how to start application programs and exit them when no longer in use, developing skill sets to competently create simple business documents such as letters, budgets, slide shows, newsletters, balance sheets, contact lists, etc. Participants will also look at how to integrate file management tools to store their documents and how these documents might be shared with others for collaboration purposes.

This course is targeted to those people who have little or no experience with a word processing, spreadsheet, presentations or database program. Some experience in using a mouse and keyboard will assist the participant to acquire the skills in an enjoyable learning environment.



Course Prerequisites

This courseware was designed to provide the essential skills for computer literacy, using application programs commonly found in school and business environments. It is intended for those who have not used a web browser, word processor, spreadsheet, presentations, database or email program previously, or have minimal experience. Some familiarity with using a mouse and keyboard can be helpful.

Course Objectives

Key Applications

The Key Applications exam includes questions covering four applications (word processing, spreadsheet, presentation, and database software) and includes questions on common features of all applications. In this module you will:

- examine the common features shared between the applications in Microsoft Office 2010 and explore basic techniques for working in an Office application.
- learn some of the basic skills required to create simple documents using Word, including letters, reports, and a brochure.
- be introduced to the basic skills for working with a spreadsheet application, including how to enter and format text and formulas, navigate and manage worksheets, filter and sort data, create and modify charts and set printing options.
- learn basic skills for working with an application designed to manage presentations, set up presentations, and create and edit slides that include text, images, charts, tables, or multimedia.
- be introduced to a relational database management tool you can use to organize and retrieve large amounts of information.

About This Courseware

Courseware Description
Course Design
Course Objectives
Conventions and Graphics

Key Applications**Lesson 1: Common Features**

Lesson Objectives
Looking at the Screen
Getting Help
Manipulating Files
Lesson Summary
Review Questions

Lesson 2: Microsoft Word

Lesson Objectives
Entering and Editing Text
Customizing the View
Editing Text
Formatting Text Characters
Understanding Tab Settings
Working with Indents
Working with Paragraphs
Proofing the Document
Changing the Page Setup
Previewing and Printing the Document
Using Multimedia Files
Using Tables
Working with Comments
Lesson Summary
Review Questions

Lesson 3: Microsoft Excel

Lesson Objectives
Understanding Basic Terminology
Managing Workbooks
Manipulating the Contents
Creating Simple Formulas
What Does Formatting Mean?
Using the Spell Checker
Sorting or Filtering Data
Working with Charts
Getting Ready to Print
Lesson Summary
Review Questions

Lesson 4: Microsoft PowerPoint

Lesson Objectives
What is PowerPoint?
Working with Presentations
Managing the Slides
Managing Slide Objects
Creating a Master Slide
Animating Objects
Running the Slide Show
Previewing or Printing the Presentation
Lesson Summary
Review Questions

Lesson 5: Microsoft Access

Lesson Objectives
What is Access?
Database Objects
Interface Components
Managing Database Files
Table Basics
Adjusting the View
Finding the Data You Want
Working with Data in Form View
What is a Report?
Designing Reports
Lesson Summary
Review Questions

Appendices

Appendix A: Courseware Mapping
Appendix B: Glossary of Terms
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