

COMPUTER APPLICATIONS

SCOPE AND SEQUENCE :

Microsoft Office

Basic *Word* skills

Editing skills

Formatting skills

Creating tables

Creating documents with merge

Basic *Excel* skills

Entering formulas

Formatting a worksheet

Working with functions and formulas

Printing options

Advanced formatting and editing

Basic *Access* skills

Database editing and printing

Finding information in a database

Working with queries

Basic *PowerPoint* skills

Editing and formatting a presentation

Setting up a slide show

Advanced critical-thinking exercises