Windows 7 Curriculum
Class Time: 2 - 1.5 hr. sessions
Goal: At the completion of the Windows 7 training, students will have successfully completed the checklist below.

The Learner Will (TLW):
- Explore what is on the desktop
- Make changes to the graphical interface
- Alter Taskbar, Start Menu and Toolbar properties
- Experience using the Search Tools
- Make changes to the Control Panel
- Use the features of Interface enhancements
- Use the Calculator
- Explore the functionality of Windows Media Player
- Update to Internet 8 and learn the new improvements and tools
- Learn how to install Windows Live
- Identify the applications included in Windows Live
- Describe the features of Windows Live Messenger
- Describe contacts and communicate with them using Windows Live Messenger
- Sign into Windows Live
- Identify the buttons and features of the Windows Live Toolbar
- Use Microsoft's Bing search engine
- Describe the features of Skydrive
- Explain the benefits of Window Live Message
- View their pictures and videos
- Access media content chronologically
- Organize your content using tags
- Create and edit videos
- Describe the features of Office Live
- Use Workspace and Office Live Small Business
- Access Windows Live Writer for blogging
- Explain how Silverlight is used to add interactive content to a web pages
- Open and adjust settings in the Family Safety Center
Microsoft Word Skills Curriculum

Class Time: 8 - 1.5 hr. sessions
Goal: At the completion of the Microsoft Word Skills training, students will have successfully completed the checklist below.

A. The Environment
   - The Ribbon
   - Command Tabs
   - Hiding the Ribbon
   - Quick Access Toolbar
   - Contextual Tabs
   - Office Menu
   - Push Pin Icon
   - Mini Toolbar
   - View Options
   - Managing Multiple Documents and

B. Document Basics
   - Starting a new Document
   - Saving a document
   - Printing a document
   - Text
   - Formatting text
   - Text Boxes
   - Inserting Clip Art
   - Working with shapes
   - Line and Paragraph Spacing

C. Editing Text
   - Editing basics
   - Selecting Text
   - Cut, Copy, Paste
   - Building Blocks
   - Spelling and Grammar Check
   - Auto Correct
D. Format Text
   Font, Size, Color
   Bold, Italics, Underline
   Font Effects
   Auto Format
   Indenting Paragraphs
   Paragraph Borders and Shading
   Paragraph Alignment and Breaking

E. Building Tables
   Creating a table
   Editing a table
   Sizing a table
   Formatting a table

F. Working with Images
   Inserting pictures
   Setting picture position and text wrapping
   Resizing and cropping
   Using clip art organizer
   Creating with Word Art

G. Modifications
   Columns and Ordering
   Headers and Footers
   Smart Art
   Applying Styles and themes
   Mail Merge
Basic Computer Skills Curriculum

Class Time: 6 - 1.5 hr. sessions

Goal: At the completion of the Basic Computer Skill training, students will have successfully completed the checklist below.

A. Key Computer Components
   - Internal Components (Motherboard, CPU, Memory)
   - Media Storage Devices (Hard Disk Storage, DVD/CD Drives, Disk Drives, Portable/Removable Devices)
   - Human Interface (Keyboard, Mouse, Touch Pad, Touch Screen, etc.)
   - Video/Audio Components (Monitors, Video Processor, Speakers)
   - Internet/LAN Devices (Modems, Network Interface Devices, Wireless Cards)
   - External Components (Printers, Scanners, Web Cams)

B. The Windows Operating System
   - Date and Time
   - Task Bar
   - Start Button
   - Programs
   - Find
   - C Drive
   - Drive Letter/Folder
   - Advanced Searches
   - Shutting down your computer
   - Files-Loading/Saving
   - Options
   - Creating a Folder
   - Creating a File
   - Loading a File
   - Making Changes
   - Saving/Renaming
   - Moving Files
   - Renaming
   - Making a Copy
   - Copy Files onto a disk
   - Shortcuts
   - Deleting
   - Trash Can
   - Windows Settings
   - Control Panel
   - Care

C. The Internet
Terminology
Modems (setting up, networks)
Browsers
Viruses
Buying and Selling

D. Desktop Skills
Turn on and safely turn off your computer
Restarting your computer under various scenarios
Open a program using the Start menu
Understanding the basic computer components (mouse, monitor, etc.)
Terminology Retention
Using scroll bars and move, resize and close windows
Navigating folders (creating, naming and deletion)
Using the Cut and paste functions

E. Internet Skills
Using a Web Browser
What is a URL and recognizing it.
Understanding terms such as ISP, website, home page and search engine
Using the button bar to navigate through web sites
Creating a bookmark/Saving a website as a favorite link
Locating and using links on a website
Using a search engine to location information on the Internet
Printing from the Internet
Microsoft Excel Skills (Basic & Intermediate) Curriculum

Class Time: 10 - 1.5 hr. sessions

Goal: At the completion of the Microsoft Excel Skills training, students will have successfully completed the checklist below.

A. Basic-Intermediate Levels

The Learning Will (TLW):

- Identify tasks other than financial calculations for which Excel is helpful
- Define and identify cells
- Find places in a worksheet
- Determine the number of rows and columns a worksheet contains
- Explain Excel's methods for naming columns
- Identify each command tab on the ribbon and the command groups for each tab
- How to make changes to Excel's application settings
- Minimize, restore, maximize and close a window
- Identify the sections of the formula bar
- Change the view of the worksheet using the status bar
- Adjust the magnification level of a worksheet
- Move around a worksheet and select cells with either the keyboard or mouse
- Use Excel's Go To Feature
- Add and rename worksheets to an Excel workbook
- Enter data into a worksheet
- Change data type of data entered into worksheet cells
- Insert symbols and special characters into worksheet cells
- Enter numbers with a fixed decimal point
- Enter fractions and negative numbers
- Enter dates and times
- List components of a formula
- Identify Excel's default order of operations
- Enter a basic formula
- Identify common error values and their causes
- Correct common formula errors in a worksheet
- Correct common formula errors one at a time
- Identify the use and operation of Auto complete, AutoFill, and formula Auto Complete
- Access a scrollable list of common Excel functions
- Use the SUM function in the formula bar
- Identify and use the Auto sum button
- Use Auto correct feature
- Configure what errors autocomplete will correct
- Identify methods of editing cells that contain data
- Apply various methods to select cells
Use Excel tools to select ranges or certain types of cells
Adjust the height and width of cells, columns, rows
Apply background colors and borders to cells
Using Excel's Auto-Fit, wrapping text and merge and center options
Apply conditional formatting to types of cells
Use different types of fonts
Arrange the orientation of cell data
Apply different types of number formats to data
Open additional workbooks
View workbooks in different modes
Distinguish the difference between relative and absolute cell references
Copy a formula from one cell to another
View copies items on the clipboard
Delete a cell
Insert a row or column of cells
Hide and unhide a row or column of cells
Navigate the page setup dialog box
Place headers and footers on printed pages
Use the print titles feature
Insert page breaks on printed pages
Split a worksheet into panes
Freeze columns and rows
Name cells and cell ranges
Use the name manager
Use the find and select feature
View and arrange multiple workbooks
Add a web link to your worksheet
Protect and email workbooks
Add and delete columns within a worksheet
Prepare data to be included in a chart
Create a simple pie chart
Create a simple 3-D column chart
Increase or decrease the size of a chart by dragging the corners
Modify a section of the chart using Format Axis Dialog Box
Add a shape to your worksheet
Modify the color of a shape
Insert a diagram into a worksheet
Modify the layout and colors of a diagram
Add text to a diagram
Insert a picture into a worksheet
Modify a picture's appearance and it's compression setting
Insert clipart into a worksheet
Microsoft Excel Skills (Advanced) Curriculum

Class Time: 10 - 1.5 hr. sessions

Goal: At the completion of the Microsoft Excel Skills training, students will have successfully completed the checklist below.

A. Advanced Excel

The Learner Will (TLW):

- Count the unique values in a column of data
- Count the unique contributions of values in multiple columns
- Count the unique values in one column while summing the values in a different column
- Apply filters to your worksheets
- Refresh filters after the date has changed
- Clear filters from your worksheets
- Filter by colors or icons that are applied to your worksheet cells
- Filter multiple columns using the advanced filter command
- Access sort options through the home and data tabs
- Perform multi-level sorts
- Sort by color or icon
- Turn case sensitivity on the sort feature
- Perform one-click sorts
- Perform custom sorts that randomize your data
- Prepare underlying data used in pivot tables
- Create pivot tables
- Make adjustments to existing pivot tables
- Expand and collapse fields
- Add or remove fields and rows
- Enhance a pivot table with a theme
- Apply conditional formatting
- Use the grouping feature to analyze data
- Apply filters to pivot table data
- Use a formula to add a field to a pivot table
- Apply pivot tables to common tasks
- Describe the syntax of Excel functions
- Use autocomplete to create a function
- Select a function from the formulas tab or use the insert function feature
- Count number or non-blank cells within a range
- Round numbers up or down
- Explain how Excel stores dates and times as serial nos.
- Calculate the current data or any date
- Perform other date functions
Join text strings
Manipulate text characters
Format numbers as text
Build logical tests that determine
Create logical tests that determine whether all or any conditions are true
Reverse the result of a logical test
Test for errors and types of values
Determine whether a value is a reference
Determine what type of value a cell contains
Perform vertical and horizontal lookups
Describe a range and locate an item's position in a range
Obtain a reference from a text string
Apply Excel to common household applications
Use Excel for professional financial applications
Calculate minima, maxima, median, mode and average values
Calculate rank and percentile
Calculate the dispersion of values
Explain how to use what-if analysis in Excel
Use the Data Table command
Use Scenario Manager to create analysis
Analyze data using Goal Seek
Install Solver
Describe how Solver works
Enable the developer tab on the Ribbon
Access and modify Security Settings
Record a simple macro
Distinguish between Absolute and Relative recording modes
Run a macro
Explain the importance of using the End Key when recording a macro for worksheets with varying number of cells
Record a macro that uses an advanced filter
Distinguish between the elements used in UBA code
Compare the different UBA elements to parts of speech
Experiment with customizing macros for everyday use
Write a for-next-loop
Use the range or cell properties to refer to a specific range of cells
Use flow control to enhance the effectiveness of conditional loops
Combine elements of written code with recorded code
Connect two worksheets in the same workbook
Connect two worksheets in separate workbooks
Avoid linkage to unsaved workbooks
Use the link tab on the Trust Center
Use a trusted location
Deal with missing linked workbooks
Set up a connection with a web page
Set up a connection to a text file
Import an XML file
Acquire a scheme
Set up a connection to an Access Data Base
Set up SQL Server, XML, OLE PB and ODBC connections
Connect to an Access Data Base using Microsoft Query
Manage existing connections
Microsoft Outlook Skills Curriculum

Class Time: 1-2 hr. session
Goal: At the completion of the Microsoft Outlook Skills training, students will have successfully completed the checklist below.

The Learner Will (TLW):
- Describe Outlook's mail view
- Create an email message
- Differentiate between HTML, RTF and plain text message formats
- Use automatic formatting and templates
- Send email messages
- Attach files to messages
- Create and use signatures
- Describe how Outlook receives messages
- Preview email attachments
- Use desktop alerts
- Reply to and forward messages you receive

Part Two:
- Send and receive messages with multiple email accounts
- Change your default email account
- Use send/receive groups
- Define new send/receive groups
- Edit send/receive group settings
- Explain how grouping messages makes email more efficient
- Group messages for conversations
- Create folders for email messages
- Explain the importance of message handling rules
- Create rules
- Organize rules
- Flag an email message
- Navigate within the Contacts view of Outlook
- Create a new contact from scratch
- Create a new contact from an email message
- Import an electronic business card

Flag a contact for follow-up
- Categorize your contacts
- Work with vCards
- Search for a specific contact
- Prevent the duplication of contacts
Build an Outlook distribution list
Send an email message to an entire distribution or only to select members of the list
Send a distribution list via email
Explain various panes make up the calendar view of Outlook
Use the Date Navigator to switch between different dates in the View pane
Discuss how the day, week and month view display appointments
Discuss the three types of items Outlook’s calendar supports
Use AutoPreview mode to preview mode selected items without opening them

Explain how to schedule an appointment and an appointment and a meeting
Discuss how to work with and schedule an event
Discuss the various options you have for responding to an invitation
Use AutoPreview mode to view basic information about a meeting
Discuss how to change a scheduled activity or meeting
Discuss how to change another person’s meeting and meeting request
Explain how to change a recurring activity and set calendar options

Describe the task view
Define the tasks and to do items
Describe the to do list pane
Create tasks
Complete a task
Start and end dates for tasks
Set reminders and track progress
Set recurring tasks
Assign tasks to other Outlook users
Track the progress or tasks you have assigned others
Accept task assignments
Access the Daily Task List
Schedule time for Tasks
Create tasks in the Daily Task List
Expand the To-Do Bar
Create tasks within the To-Do Bar
Configure the Outlook security features for email messages
Explain how Outlook handles email attachments
Explain the feature that prevents automatic downloads of embedded HTML content
Set the security level for macros that are in attached documents
Set level of junk email protection in Outlook
Configure the Safe Senders, Blocked Senders, Safe Recipients and international lists
View eternal HTML content that has been blocked
Add postmarks to your emails
Explain how phishing emails are used to target people online
List the steps Outlook takes to protect you from phishing attacks

Describe how search folders are used
Create search folder using a template
Create a custom search folder using a template
Customize an existing search folder
Use the instant search feature to find items
Use Advanced Find Feature
Archive Outlook items

Added in 2010

Describe new features on the 2010 Ribbon Features
Use Conversations
Manage Conversations
Use Quick Step Procedures
Modify Quick Steps
Create new Quicksteps
Use the people pane
Connect to social networking sites
Add people to your social network lists
Schedule a meeting when you reply to a message
Use Quick View to check meeting invitations
Activate Schedule View
Microsoft Power Point Curriculum

Class Time: 4-5 - 1.5 hr. sessions

Goal: At the completion of the Microsoft Power Point Skills training, students will have successfully completed the checklist below.

The Learner Will (TLW):

- Review Ribbon Tabs and locate the new 2010 features
- Divide slide shows into section
- Set up slide transitions
- Animate slide elements
- Associate multiple animations with the same element
- Use the animations painter
- Apply advanced animation techniques to your slides
- Embed an audio file in a slide show presentation
- Modify an embedded audio file
- Embed an audio file in a slide show presentation
- Modify a video file in a slide show presentation
- Modify an embedded video file a video file
- Compress embedded media
- Prepare a slide show into a video
- Convert a slide show into a video
- Broadcast a slide show
Microsoft Publisher Curriculum

Class Time: 5 - 1.5 hr. sessions

Goal: At the completion of the Microsoft Publisher Skills training, students will have successfully completed the checklist below.

The Learner Will (TLW):

- Learn about the Publisher Interface
- Consider layouts, print supplies, printing and converting to PDF
- Create a new publication
- Use a template or a blank page
- Learn how to align, group and arrange objects of all types
- Incorporate picture tools and modify those images
- Insert, fit and format pictures including clip art
- Prepare pictures for publication
- Use other office programs to make advanced edits
- Organize information using tables, a grid of columns and rows
- Insert, modify and change the appearance of tables
Microsoft Publisher Curriculum

Class Time: 3-4 - 1.5 hr. sessions

Goal: At the completion of the Microsoft Power Point Skills training, students will have successfully completed the checklist below.

The Learner Will (TLW):

- Learn the advantages and disadvantages of Publisher
- Learn how to work with the Publisher Environment
- Learn use of the Viewing Tools
- Review the "backstage view" or file menu
- Learn how to create a new publisher
- Work with text in Publisher
- Incorporate and use shapes and objects
- Practice how to use pictures in their publications
- Insert and use tables in their publications
QuickBooks Skills Curriculum

Class Time: 5 - 1.5 hr. sessions

Goal: At the completion of the QuickBooks Skills training, students will have successfully completed the checklist below.

The Learner Will (TLW):

Part One:
Follow the orientation and set-up Guide

Part Two:
Be introduced to accounting and bookkeeping terminology and parameters

Part Three: TLW
Learn how to bill customers, receive payments and make deposits

Part Four:
Learn how to manage a budget and cash flow

Part Five:
Reconcile company bank accounts

Part Six:
Use financial statements and reports to analyze the trends of their business and business performance
Photoshop (Basic) Skills Curriculum

Class Time: 5 - 1.5 hr. sessions

Goal: At the completion of the Photoshop Skills training, students will have successfully completed the checklist below.

The Learner Will (TLW):

Part One Examine the Elements environment
   Get to know the tools
   View and navigate images
   Set preferences

Part Two Acquire, Save and Export Images
   Work in the organizer
   Work with Hardware

Part Three Specify resolution and change image sizing
   Choose color modes and file formats
   Work with camera raw
   Use and manage color
   Time travel-undoing in Elements

Part Four Make selections
   Modify and transform selections

Part Five Paint and draw with Elements
   Fill and stroke
   Work with type

Part Six Create layers
   Manage layers
   Play with opacity and blend modes
   Cut, extract and mask

Part Seven Make corrections and have fun with filters
   Distort with the liquefy command
   Add pizzazz with styles and effects

Part Eight Do quick image makeovers
   Correct lighting, color and clarify
   Composite with Photomerge
Get help in guided mode

Part Nine  Create Elements projects
Print
Get it on the Web
Share projects with others
Social Media Skills Curriculum
Class Time: 4 - 1 hr. session
Goal: At the completion of the Social Media Skills training, students will have successfully completed the checklist below.

The Learner Will (TLW):
Facebook:
- What is Facebook
- Set up an account
- Understand Facebook privacy
- Set up their privacy settings
- Explore additional privacy settings
- Create a profile
- How to deactivate their account
- Find friends
- Share on Facebook
- Understand news feeds
- Upload pictures and videos
- Chat and do video calling
- Learn how to use Facebook on mobile devices
- Send and open messages
- create Facebook Groups

Skype:
- Introduction to term, i.e. "VOIP"
- Set up a Skype account
- Input contacts and explore safety tips
- Make a call with Skype
- Make a video call with Skype
- Instant message with Skype
- Screen share and send files
- Explore Skype communication tips

Twitter:
- Discover what is Twitter?
- Create a Twitter account
- Explore the Twitter dashboard
- How to tweet
LinkedIn:
Discover professional networking
What is LinkedIn?
Create a LinkedIn account
Create an effective profile
Choose privacy settings
Customize an introduction
Add connections
How to make new connections
How to sync email contacts
How to join conversations
Update status
Join groups
Attend events

Pinterest:
All about Pinterest
Get started with Pinterest
How to use Pinterest

Blog Basics:
Review an introduction to Blogs
How to subscribe to blogs
How to develop your blog
Choose a blog service
Write and promote a blog
Obtain content and fair use
Web Design (Basic) Skills Curriculum
Class Time: Custom
Goal: At the completion of the Web Design Skills training, students will have successfully completed the checklist below.

The Learner Will (TLW):
Instruction will be on a one-on-one basis, customized to the student.