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 feautures 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 emdedded 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

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.