

# Essential Skills for Digital Literacy

## Module B: Key Applications Using Microsoft Office 2007

Courseware 1172



### Course Description

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This module includes the knowledge and skills required to perform functions common to all Microsoft Windows applications with an emphasis on the common functionality between the three Microsoft Office applications: Microsoft Word, Excel, and PowerPoint. Elements include the ability to start and exit either the Word, Excel, or PowerPoint application, modify the display of toolbars and other on-screen elements, use online help, and perform file management, editing, formatting and printing functions common to most Windows applications.

### Courseware Outline

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#### Unit 1: Common Elements

##### Lesson 1: Getting Started with Programs

- Objectives
- Sharing Common Elements
- Starting Word/Excel/ PowerPoint
- Exiting Word/Excel/PowerPoint
- Looking at the Screen
- Using the Quick Access Toolbar
- Using the Ribbon
- Getting Help
- Working with Files
- Printing Files
- Summary
- Review Questions

#### Unit 2: Using Microsoft Office Word 2007

##### Lesson 1: Creating Documents

- Objectives
- Entering and Editing Text
- Working with Documents
- Starting a New Document
- Closing a Document
- Opening a Document
- Switching Between Documents
- Saving Files in Different Formats
- Summary
- Review Questions

##### Lesson 2: Manipulating Text

- Objectives
- Selecting Text
- Customizing the View
- Adjusting the Zoom
- Editing Text
- Using Cut, Copy and Paste
- Summary
- Review Questions

##### Lesson 3: Formatting Text

- Objectives
- Formatting Text Characters
- Using the Format Painter
- Aligning Text
- Adding Borders and Shading
- Summary
- Review Questions

##### Lesson 4: Setting Tabs

- Objectives
- Understanding Tab Settings
- Summary
- Review Questions

##### Lesson 5: Indenting Paragraphs

- Objectives
- Working with Indents
- Using the Paragraph Command
- Adding Bullets and Numbering
- Summary
- Review Questions

##### Lesson 6: Proofing Your Document

- Objectives
- Checking the Spelling and Grammar
- Using the Thesaurus
- Finding Items
- Replacing Items
- Summary
- Review Questions

##### Lesson 7: Using Additional Formatting Features

- Objectives
- Changing the Line Spacing
- Setting the Paragraph Spacing
- Changing the Paper Size
- Changing the Orientation
- Changing Margins
- Adding Special Characters
- Inserting the Date and Time
- Summary
- Review Questions

##### Lesson 8: Printing Documents

- Objectives
- Previewing the Document
- Printing a Document
- Summary
- Review Questions

##### Lesson 9: Working with Headers and Footers

- Objectives
- Adding Page Numbering
- Using Section Breaks
- Using Headers and Footers
- Summary
- Review Questions

##### Lesson 10: Using Publishing Format Tools

- Objectives
- What are Publishing Format Tools?
- Working with Styles
- Outlining a Document
- Working with Footnotes or Endnotes
- Summary
- Review Questions

##### Lesson 11: Working with Pictures

- Objectives
- What are Illustrations?
- Inserting Pictures
- Inserting Clip Art
- Manipulating Pictures
- Summary
- Review Questions

##### Lesson 12: Working with Objects

- Objectives
- Drawing Objects
- Inserting Text Boxes
- Editing Shapes

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Arranging Objects

Summary

Review Questions

### Lesson 13: Working with Tables

Objectives

Understanding How Tables Work

Drawing a Table

Inserting a Table

Selecting Items in the Table

Formatting the Table

Modifying the Borders and Shading

Adjusting the Width or Height

Changing the Alignment

Inserting & Deleting Rows/Columns/Cells

Merging and Splitting Cells

Splitting a Table

Converting Text or Tables

Sorting Information in a Table

Summary

Review Questions

### Lesson 14: Working with Others

Objectives

Sharing Information with Others

Working with Comments

Tracking Changes

Summary

Review Questions

## Unit 3: Using Microsoft Office Excel 2007

### Lesson 1: Getting Started

Objectives

Understanding Basic Terminology

Creating a New Blank Workbook

Opening Workbooks

Closing a Workbook

Saving Workbooks

Managing Your Files

Entering Data in the Worksheet

Moving Around the Worksheet

Summary

Review Questions

### Lesson 2: Manipulating the Information

Objectives

Selecting Cells

Making Changes to the Contents

Using Undo, Redo, or Repeat

Copying and Moving Data

Using AutoFill

Changing the Column Widths

Adjusting the Row Height

Inserting or Deleting Rows, Columns, or Cells

Managing Worksheets

Summary

Review Questions

### Lesson 3: Working with Formulas

Objectives

Creating Simple Formulas

Using Common Built-In Functions

Using Absolute & Relative Addresses

Being Careful with Formulas

Summary

Review Questions

### Lesson 4: Formatting a Worksheet

Objectives

What Does Formatting Mean?

Formatting Numbers and Decimal Digits

Changing Cell Alignment

Changing Fonts and Sizes

Applying Cell Borders

Applying Colors and Patterns

Using Styles

Using the Format Painter

Summary

Review Questions

### Lesson 5: Using Miscellaneous Tools

Objectives

Using the Spell Checker

Sorting Data

Summary

Review Questions

### Lesson 6: Working with Charts

Objectives

Understanding Charts

Summary

Review Questions

### Lesson 7: Getting Ready to Print

Objectives

Previewing the Worksheet

Adding Page Breaks

Customizing the Printout

Printing the Worksheet

Summary

Review Questions

## Unit 4: Using Microsoft Office PowerPoint 2007

### Lesson 1: Getting Started

Objectives

What is a Presentation Manager?

What is PowerPoint?

What is a Presentation?

Creating Presentations

Displaying Information in the Presentation

Summary

Review Questions

### Lesson 2: Setting Up the Presentation

Objectives

Creating a Master Slide

Inserting Headers and Footers

Managing the Slides

Summary

Review Questions

### Lesson 3: Working with Text

Objectives

Selecting Text Objects

Manipulating Text

Checking the Spelling

Summary

Review Questions

### Lesson 4: Formatting Text

Objectives

What Does Formatting Mean?

Aligning Text

Changing Bulleted Information

Summary

Review Questions

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### **Lesson 5: Working with Objects**

- Objectives
- Inserting Clip Art Images
- Inserting Graphics from Other Sources
- Creating and Using Tables
- Formatting the Table
- Creating a Chart
- Creating Objects
- Summary
- Review Questions

### **Lesson 6: Enhancing the Presentation**

- Objectives
- Changing the Background Color
- Animating Objects
- Customizing the Animation
- Applying Slide Transitions
- Summary
- Review Questions

### **Lesson 7: Bringing It All Together**

- Objectives
- Printing the Presentation
- Creating Notes and Handouts
- Running the Slide Show
- Summary
- Review Questions