

<b>Computer Literacy II Course Outline</b>		<b>Points Possible</b>	<b>Course Hours</b>
<b>Course Overview</b>			<b>4</b>
<b>Lab 1: Start the Course</b>			
	<i>Identify computer requirements.</i>		
	<i>Learn how to move through the course.</i>		
	<i>Switch between windows.</i>		
<b>Lab 2: Set Up Your Computer</b>			
	<i>Find files and folders on a computer.</i>		
	<i>Set up a computer to show the List folder view and file name extensions.</i>		
	<i>Make a course folder.</i>		
<b>Lab 3: Set Up a Browser and Install 7-Zip</b>			
	<i>Set up a Web browser.</i>		
	<i>Download and install a zip utility.</i>		
<b>Lab 4: Download Resources and Zip Assignments</b>			
	<i>Get the course resources.</i>		
	<i>Install software.</i>		
	<i>Learn about finding, completing, and turning in assignments.</i>		
	<i>Zip and unzip files and folders.</i>		
<b>Project 1: Plan Your Company</b>			<b>13</b>
<b>Lab 1: E-mail Your Group</b>			
	<i>Identify e-mail advantages, disadvantages, and alternatives.</i>		
	<i>Add Gmail contacts.</i>		
	<i>Create a Gmail group.</i>		
	<i>Write and send an e-mail to a group.</i>		
<b>Lab 2: Manage E-mail</b>			
	<i>Assign stars to e-mails.</i>		
	<i>Reply to e-mails.</i>		
	<i>Label e-mails.</i>		
<b>Lab 3: Evaluate Your ISP</b>			
	<i>Identify Internet connection types.</i>		
	<i>Find a company's Web site.</i>		
	<i>Identify ways to evaluate the reliability of a Web site.</i>		
	<i>Use Wikipedia.</i>		
	<i>Organize saved links.</i>		
	<i>Find reviews on the Web.</i>		
<b>Lab 4: Investigate Your Hardware</b>			
	<i>Identify types of computers and how performance is measured.</i>		
	<i>Investigate the performance of a computer.</i>		
	<i>Identify benefits and risks of e-commerce.</i>		
	<i>Find privacy policies for online sellers.</i>		
	<i>Identify input and output devices.</i>		
	<i>Identify popular printer types.</i>		
	<i>Research product sellers and costs on the Web.</i>		
<b>Lab 5: Find Images</b>			
	<i>Identify types of intellectual property.</i>		
	<i>Simulate a copyright registration application.</i>		
	<i>Identify ways to make sure you are using other people's materials fairly.</i>		
	<i>Search the Web for images.</i>		

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<b>Lab 6: Trace an Image</b>		
Add and delete layers.		
Use the Paintbrush tool.		
Show and hide layers.		
Identify the difference between an JPEG and a GIF.		
Optimize an image as a GIF.		
<b>Lab 7: Add Image Effects</b>		
Use the Bucket Fill tool.		
Identify the purpose of pixels and resolution.		
Resize an image.		
Use filters for special effects.		
<b>Quiz Study Guide</b>		
Review the quiz study guide before taking the quiz.		
<b>Quiz 1</b>		
Project 1 Quiz.	5	
<b>Assignment 1</b>		
See assignment description document for detailed instructions.	8	
<b>Project 2: Display Survey Results</b>		<b>9</b>
<b>Lab 1: Enter Data</b>		
Open and save an Excel workbook.		
Add and remove toolbar buttons.		
Insert symbols into cells.		
Zoom in and out.		
Enter data in cells.		
Resize columns and rows.		
Wrap text in cells.		
Use the Undo command.		
<b>Lab 2: Format Data</b>		
Format text.		
Add borders.		
Change cell alignment and orientation.		
Shade cells.		
Merge cells.		
<b>Lab 3: Create Charts</b>		
Identify common chart types.		
Create column and pie charts.		
Resize a chart.		
Format text on the X and Y axes.		
Format columns in a chart.		
Add a picture as the chart background.		
Identify the purpose of a legend.		
<b>Lab 4: Finalize a Worksheet</b>		
Check spelling.		
Change AutoCorrect settings.		
Change the worksheet orientation.		
Adjust margins.		
Shrink the worksheet.		
Adjust page breaks.		
Center the worksheet.		
Set a selection to print.		
Set and clear the print area.		

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<b>Quiz Study Guide</b>		
<i>Review the quiz study guide before taking the quiz.</i>		
<b>Quiz 2</b>		
<i>Project 2 Quiz.</i>	<b>5</b>	
<b>Assignment 2</b>		
<i>See assignment description document for detailed instructions.</i>	<b>6</b>	
<b>Project 3: Analyze Your Products</b>		<b>11</b>
<b>Lab 1: Enter and Format Data</b>		
<i>Enter product data into an Excel worksheet.</i>		
<i>Add a header with text, an image, and the date.</i>		
<i>Add a footer with page numbers.</i>		
<b>Lab 2: Analyze Data</b>		
<i>Write a formula.</i>		
<i>Use AutoFill for text, dates, numbers, and formulas.</i>		
<i>Identify the difference between absolute and relative cell references.</i>		
<i>Use a function to multiply data.</i>		
<i>Use the AutoSum function to add data.</i>		
<b>Lab 3: Organize Data</b>		
<i>Sort data alphabetically by product name, by price, and by total earned.</i>		
<i>Use AutoFilter to display and hide sections of data.</i>		
<i>Hide and unhide columns and rows.</i>		
<b>Lab 4: Display Data</b>		
<i>Use a function to calculate an average.</i>		
<i>Set conditional formatting rules to cells.</i>		
<i>Freeze and unfreeze rows and columns.</i>		
<i>Split the view of a worksheet.</i>		
<i>Compare worksheets side by side.</i>		
<b>Lab 5: Finalize a Worksheet</b>		
<i>Use the Find and Replace feature.</i>		
<i>Add comments to cells.</i>		
<i>Format a worksheet for printing.</i>		
<i>Repeat rows and columns on each printed page.</i>		
<b>Quiz Study Guide</b>		
<i>Review the quiz study guide before taking the quiz.</i>		
<b>Quiz 3</b>		
<i>Project 3 Quiz.</i>	<b>5</b>	
<b>Assignment 3</b>		
<i>See assignment description document for detailed instructions.</i>	<b>10</b>	
<b>Project 4: Make a Company Report</b>		<b>13</b>
<b>Lab 1: Enter Text</b>		
<i>Open a Word document and enter text.</i>		
<i>View nonprinting characters.</i>		
<i>Use the Undo and Redo commands.</i>		
<i>Add numbered and bulleted lists.</i>		
<i>Add page numbers.</i>		
<b>Lab 2: Style Text</b>		
<i>Identify how styles make formatting easier.</i>		
<i>Apply Word's default styles.</i>		
<i>Create new styles.</i>		
<i>Apply styles to text.</i>		
<i>Modify styles.</i>		

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<b>Lab 3: Paste Linked Data</b>		
Paste a linked chart into a Word document.		
Change and update a linked chart.		
Paste a chart as a picture in a Word document.		
Paste linked data into a Word document.		
Change and update linked data.		
<b>Lab 4: Edit a Document</b>		
Track changes in a document.		
Accept and reject changes.		
Add a comment to a document.		
Add a footnote to a document.		
Use the spelling and grammar checker.		
Edit a custom dictionary.		
Use the Find and Replace feature.		
<b>Lab 5: View a Document</b>		
Change the view of a document.		
Split the screen to see two sections of a document at once.		
Open a document in a second window.		
Compare windows side by side.		
Use the Document Map to move around.		
View document statistics.		
<b>Quiz Study Guide</b>		
Review the quiz study guide before taking the quiz.		
<b>Quiz 4</b>		
Project 4 Quiz.	5	
<b>Assignment 4</b>		
See assignment description document for detailed instructions.	10	
<b>Project 5: Make Company Materials</b>		<b>11</b>
<b>Lab 1: Make a Calendar</b>		
Make a calendar from a template.		
Use the Calendar Wizard to customize a calendar.		
Resize and crop images for the calendar.		
Replace placeholder images with new images.		
<b>Lab 2: Make a Brochure</b>		
Open a brochure template.		
Change text, styles, and images in the brochure.		
Add a column break.		
Save the brochure as a document and as a template.		
Open Office Online and browse the templates available there.		
<b>Lab 3: Make a Newsletter</b>		
Add columns to a document.		
Style the text in a document.		
Create a document header.		
Add page numbers.		
Create column breaks to separate articles.		
Use drop caps.		
Insert and format an image.		
Save a document as a template.		
<b>Lab 4: Make Letterhead</b>		
Add a watermark to a document.		
Add WordArt.		
Set the date to automatically appear.		
Add a border to a page.		

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<b>Quiz Study Guide</b>			
	<i>Review the quiz study guide before taking the quiz.</i>		
<b>Quiz 5</b>			
	<i>Project 5 Quiz.</i>	<b>5</b>	
<b>Assignment 5</b>			
	<i>See assignment description document for detailed instructions.</i>	<b>6</b>	
<b>Project 6: Present Your Company</b>			<b>17</b>
<b>Lab 1: Outline Your Presentation</b>			
	<i>Outline a presentation in Microsoft Word.</i>		
	<i>Style the outline to import to PowerPoint.</i>		
	<i>Send the outline from Word to PowerPoint.</i>		
	<i>Change slide layouts.</i>		
	<i>Save a PowerPoint presentation.</i>		
<b>Lab 2: Edit Slides</b>			
	<i>Create, duplicate, move, and delete slides.</i>		
	<i>Copy and paste slides.</i>		
	<i>Format text.</i>		
	<i>Add and remove bulleted and numbered lists.</i>		
	<i>Change hanging indents.</i>		
	<i>Fit text to the space.</i>		
	<i>Add text inside an AutoShape.</i>		
<b>Lab 3: Edit Slide Masters</b>			
	<i>Add design templates and color schemes.</i>		
	<i>Make changes to design templates and color schemes.</i>		
	<i>Use the Slide Master to make changes to all the slides at once.</i>		
	<i>Add a footer and slide numbers to slides.</i>		
	<i>Change the background color and font on a single slide.</i>		
<b>Lab 4: Add Graphics</b>			
	<i>Show and edit the grid.</i>		
	<i>Add images from the computer and from Clip Art.</i>		
	<i>Format images.</i>		
	<i>Add an image to the Slide Master.</i>		
	<i>Copy and paste a chart from Excel.</i>		
	<i>Copy and paste data from Excel to create a new column chart.</i>		
	<i>Edit and format a chart in PowerPoint.</i>		
<b>Lab 5: Add Special Effects</b>			
	<i>Add transitions.</i>		
	<i>Add animations.</i>		
	<i>Add action buttons to the Slide Master.</i>		
	<i>Format action buttons.</i>		
<b>Lab 6: Finish the Show</b>			
	<i>Set up a kiosk presentation.</i>		
	<i>Navigate a presentation.</i>		
	<i>Prepare speaker notes.</i>		
	<i>Prepare handouts.</i>		
	<i>Hide and show hidden slides.</i>		
<b>Quiz Study Guide</b>			
	<i>Review the quiz study guide before taking the quiz.</i>		
<b>Quiz 6</b>			
	<i>Project 6 Quiz.</i>	<b>5</b>	
<b>Assignment 6</b>			
	<i>See assignment description document for detailed instructions.</i>	<b>15</b>	

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<b>Final Assignments</b>			<b>12</b>
<b>Final Assignment: Part 1</b>			
	<i>See assignment description document for detailed instructions.</i>	<b>5</b>	
<b>Final Assignment: Part 2</b>			
	<i>See assignment description document for detailed instructions.</i>	<b>5</b>	
<b>Final Assignment: Part 3</b>			
	<i>See assignment description document for detailed instructions.</i>	<b>5</b>	
	<b>Total</b>	<b>100</b>	<b>90</b>