Tasks for Microsoft Word

Foundational Skills:

Document Creation and Navigation: Starting new documents, opening existing documents, using templates, navigating with ribbons and menus, understanding document structure (pages, sections, headers, footers).

Text Formatting:

Applying
fonts, sizes, bold, italics, underline, alignment, indentation, spacing, bullets, numbering.

Paragraph Formatting: Indents, line spacing, borders, shading, justification, alignment within sections.

Basic Editing: Copy, paste, cut, undo, redo, find, replace, spell check, grammar check.

Saving and Sharing: Saving documents in different formats (.docx, .pdf), naming and organizing files, sharing documents via email or cloud storage.

Intermediate Skills:

Styles and Templates: Creating and applying paragraph styles, character styles, and document styles, using built-in and custom templates.

Tables and Images: Inserting and formatting tables, adding images, resizing and positioning elements, wrapping text around images.

Page Layout and Design: Setting margins, page size, orientation, columns, headers and footers, page numbers, section breaks.

Collaboration and Tracking Changes: Track changes, accept or reject changes, review comments from collaborators.

Advanced Formatting: Creating and modifying paragraph spacing, indentation, borders, shading, bullets, numbering styles.

Working with Lists and Outlines: Creating numbered or bulleted lists, multi-level outlines, numbering formats.

Tasks for Excel

Foundational Skills:

Basics of Interface:

Understanding menus, ribbons, workbooks, worksheets, cells, rows, columns, and ranges.

Data Entry and Formatting: Entering different data types, working with text, numbers, dates, and formulas. Applying formatting like font, alignment, borders, and shading.

Navigation and Selection: Moving around the spreadsheet, selecting cells, ranges, and entire sheets.

Cell Operations: Copying, cutting, pasting, filling, inserting and deleting cells, rows, and columns.

Simple Formulas: Introduction to formulas, using basic operators like +, -, *, /, and (), creating formulas for basic calculations like sum, average, minimum, and maximum.

Functions: Basic functions like SUM, AVERAGE, COUNT, MIN, MAX, VLOOKUP, and IF. Applying them to solve small data analysis problems.

Charts and Graphs: Creating different types of charts like bar, line, pie, and donut to visualize data. Customizing charts with titles, labels, and legends.

Tasks for a Microsoft PowerPoint Class:

Foundational Skills:

Creating Presentations: Starting new presentations, opening existing presentations, choosing templates, understanding slide structure (title slide, content slides, closing slide).

- Adding Content: Typing text, inserting images, charts, graphs, videos, audio, hyperlinks.
- Slide Formatting: Applying background themes, colors, layouts, fonts, sizes, bold, italics, alignment, indentation, spacing.
- Basic Animations and Transitions: Adding simple animations and transitions to objects on slides.
- Slide Show Delivery: Practicing and running slideshows, using presenter view, speaker notes.

Intermediate Skills:

- Advanced Formatting: Creating and modifying slide masters, layouts, colors, fonts, effects.
- Custom Layouts and Design: Designing unique layouts for different content types, using images and graphics effectively.
- Working with Animations and Transitions: Mastering various animation and transition options, customizing timing and duration.
- Presenter Tools and Notes: Utilizing speaker notes effectively, using laser pointers and other presenter tools.

- Storyboarding and Outlining: Planning presentations with storyboards and outlines, structuring content for logical flow.

- Charts and Graphs: Creating custom charts and graphs for data visualization, integrating them seamlessly into slides.