



Microsoft Office Certification Course

Documentation, Procedures and Instructions

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Introduction

Welcome to the **Microsoft Office Certification Training Program**. This documentation will aid you in correctly performing procedures, processes and forms. This program was created in the hopes of teaching those who are seeking positions in the job market. The training is performed with the intention of each student taking and passing the Microsoft Word Certification Exam. With these newfound skills, each student who exits the program will become more employable and thus able to find employment quickly and efficiently.

This program will also benefit the instructors and teacher assistants through day to day operations. There are a number of resources that will be utilized throughout this course, and the purpose of this documentation is to provide the locations of each item relating to the training.

Systems and Services

As you may have guessed by now, this course will be preparing each student for the 2010 Microsoft Word Certification Exam. As such, the following programs will be used in the course:

- * **Microsoft Office (Word, Excel and PowerPoint)**
- * **An Internet Browser (Chrome or Internet Explorer)**
- * **Pearson Custom (eTextbook with assignments, homework and practice tests)**

Instructors:

As an instructor, you will be responsible for the general maintenance and permissions (who has access to) the Admin account. Your TA's will eventually need access in order to assist with grading and other responsibilities, so it is advised that a general meeting be held in order to discuss access.

Pearson Custom: <http://www.pearsoncustom.com/us/MsOffice2010/>

Teacher Assistants:

As an assistant, you will be responsible for following the direction of the Instructor, as well as watching over and guiding students who require assistance. With each student comes a new learning curve, so it is important to have the upmost patience in dealing with and answering student inquiries. Be prepared to answer any and all questions in relation to not only Microsoft Office, but IT inquiries as well.

Both Instructors and Assistants will be given an email registered with the **CareerSource Tampa Bay** domain (John Doe: doej@careersourcetampabay.com). ~~There will only be one computer in each classroom that will be able to access Microsoft outlook-computers within the classrooms will not be able to access Outlook~~ in regards to the CareerSource email, therefore planning for sharing this computer with Instructor and Assistants should be considered, otherwise you ~~may be able to use~~ sign in on ~~either the front desk computers or the on of the other~~ office computers.

Additionally, there may be instances when the center requires both Instructor and Assistant to assist with other tasks for the career mentoring purpose of the center such as mock-interviews, managing the front desk for potential students or other various office labors. You will be expected to assist in any way you are able in order to support the overarching goals of the Career Prep Center.

Policies

Some of these policies were already brought to your attention during the employee orientation held at the [headquarters Office on Kennedy Ave](#) [Office](#). The following policies apply to this office:

Cell Phones

There is to be no open use of cellphones within the classroom. If you find yourself needing to answer or make an emergency call, please do so away from the vicinity of the learning environments.

Identification Card

Your ID card has the ability to open the front door during the hours of 7 am and 6pm, do not allow students to follow you through the door until 8am, as this is when the center officially opens.

Instructor and Assistant Access

Students should not have access to the Admin account. If it is discovered that a student possess the means to login to the Admin, the password must be changed immediately.

Classroom Etiquette

Both Students and Instructors/Assistants are prohibited from eating or drinking in the classrooms. Students who are found to be either eating or drinking will be asked to place their food in their bags, if they refuse or continue to eat or drink, they will be asked to leave the classroom.

Classroom Behavior

Students or Assistants found to be antagonizing or harassing each other in any way, shape or form should be asked to leave the classroom. [A climate of respect and positivity is expected at all times.](#)

Instructing the Course

This course is held to benefit those who are seeking to develop more employable skills and techniques. As an Instructor or Assistant, it is your duty to aid them in [successfully](#) completing that task.

Instructors

Instructors have the responsibility of managing his or her Assistants as well as their students. When requested for help, the Instructor must assist the student in such a way that the guide rather than directly give the answers. Instructor contact with the student's hardware (mouse, keyboard ~~etc.~~) should be minimal as well as verbal cues. Students should be completing 90% of the work during a question with the Instructor guiding them the other 10%. The instructor must also be approachable and patient, as students will ask multiple questions during any given class period, and may possibly be agitated or flustered with their projects.

Assistants

Assistants will have tasks similar to the Instructor in regards to creating a healthy and helpful learning environment. They too will need to have minimal contact with the student's hardware and assist them through verbal means when possible. However, if it becomes clear that the student needs more assistance, Assistants may aid the students in using their hardware.

At the beginning of each new session, a "Meet and Greet" presentation should be held as soon as a majority of the expected students arrive, or upon the specified class start time. There is a PowerPoint template that currently holds all class expectations, basic information, and the rule and regulations of the classroom. The PowerPoint may be altered as needed, but should not stray too far from the original [intent and](#) version.

While the presentation is in progress, the Instructor will be the presenter and the Assistants will manage the slide-control (changing/advancing the PowerPoint). The presentation will require a laptop and projector, which can be found in the last classroom. [There may be occasions where the assistants will give mini lessons to help the classroom as a whole, for example how to use their flash drive to store documents and how to upload any assignments for grading and other quick training to help the Instructor and Assistants give repetitive simple tasks the students will be required to do.](#)

Course Outlines

The following is an excerpt from the official pacing guide on Microsoft Office 2010

To assist you in planning class time, the following chart provides recommended time allotments for each lesson in Learning Microsoft Office 2010 Deluxe Edition. The recommended allotments are just that—recommended. Each class will progress at its own pace. If you find your class moving quickly, you may choose to incorporate more of the activities from your Teacher's Manual. If you find your class moving more slowly, you may choose to skip one of the end of lesson or end of chapter projects. The recommended time for each lesson is based on either a 45 or 90 minute class. If your class length is different, you may need to adjust the amount of time spent on a particular section. For example, you may need to spend less time on vocabulary or discussing the notes. If you have more time available, you may choose to spend more time discussing the notes, or allot more time for students to complete the step-by-step Try It exercises or the end of lesson projects. If you start at the beginning and work through every lesson using the recommended amount of time, you will spend a bit more than 160 hours on the course. If you do not have 160 hours available in which to complete the course, you may choose to allot less time to each project, or you may choose to adapt the material that you cover to fit your time frame. For example, you may choose to omit Access 2010. Alternatively, you may choose to cover the basic lessons for each application, omitting the more advanced content.

Microsoft Basics

Microsoft Word

Microsoft PowerPoint

Microsoft Excel

Microsoft Access

Microsoft Outlook

Office Basics 6.75 hours

Chapter 1 Using the Common Features of Microsoft Office 2010 6.75 hours

Lesson 1 Microsoft Office 2010 Basics Total Time: 90 **minutes**

Words to Know Vocabulary 10 **minutes**

What You Can Do Notes 15 **minutes**

Try It! Practice Exercises 20 **minutes**

Create It Project 20 **minutes**

Apply It Project 25 **minutes**

Lesson 2 Saving, Printing, and Closing Microsoft Office Files Total Time: 45 **minutes**

Words to Know Vocabulary 5 **minutes**

What You Can Do Notes 10 **minutes**

Try It! Practice Exercises 10 **minutes**

Create It Project 10 **minutes**

Apply It Project 10 **minutes**

Lesson 3 Working with Existing Files Total Time: 45 **minutes**

Words to Know Vocabulary 5 **minutes**

What You Can Do Notes 10 **minutes**

Try It! Practice Exercises 10 **minutes**

Create It Project 10 **minutes**

Apply It Project 10 **minutes**

Lesson 4 Using Command Options Total Time: 45 **minutes**

Words to Know Vocabulary 5 **minutes**

What You Can Do Notes 10 **minutes**

Try It! Practice Exercises 10 **minutes**

Create It Project 10 **minutes**

Apply It Project 10 **minutes**

Lesson 5 Managing Program Windows Total Time: 45 **minutes**

Words to Know Vocabulary 5 **minutes**

What You Can Do Notes 10 **minutes**

Try It! Practice Exercises 10 **minutes**

Create It Project 10 **minutes**

Apply It Project 10 **minutes**

Lesson 6 Using Microsoft Office Help Total Time: 45 **minutes**

Words to Know Vocabulary 5 **minutes**

What You Can Do Notes 10 **minutes**

Try It! Practice Exercises 10 **minutes**

Create It Project 10 **minutes**

Apply It Project 10 **minutes**

Lesson 7 Managing Information Technology Total Time: 45 **minutes**

Words to Know Vocabulary 5 **minutes**

What You Can Do Notes 10 **minutes**



Try It! Practice Exercises 10 **minutes**

Create It Project 10 **minutes**

Apply It Project 10 **minutes**

End of Chapter Assessments Total Time: 45 **minutes**

Make it Your Own 20 **minutes**

Master It 25 **minutes**

Word 2010 42.75 hours

Chapter 1 Getting Started with Word 2010 12.75 hours

Lesson 1 Creating Word Documents with Headers and Footers Total Time: 90 **minutes**

Words to Know Vocabulary 10 **minutes**

What You Can Do Notes 15 **minutes**

Try It! Practice Exercises 20 **minutes**

Create It Project 20 **minutes**

Apply It Project 25 **minutes**

Lesson 2 Formatting Document with Themes and Styles Total Time: 90 **minutes**

Words to Know Vocabulary 10 **minutes**

What You Can Do Notes 15 **minutes**

Try It! Practice Exercises 20 **minutes**

Create It Project 20 **minutes**

Apply It Project 25 **minutes**

Lesson 3 Editing and Correcting Documents Total Time: 45 **minutes**

Words to Know Vocabulary 5 **minutes**

What You Can Do Notes 10 **minutes**

Try It! Practice Exercises 10 **minutes**

Create It Project 10 **minutes**

Apply It Project 10 **minutes**

Lesson 4 Adjusting Alignment and Spacing Total Time: 90 **minutes**

Words to Know Vocabulary 10 **minutes**

What You Can Do Notes 15 **minutes**

Try It! Practice Exercises 20 **minutes**

Create It Project 20 **minutes**

Apply It Project 25 **minutes**

Lesson 5 Creating Letters and Envelopes Total Time: 90 **minutes**

Words to Know Vocabulary 10 **minutes**

What You Can Do Notes 15 **minutes**

Try It! Practice Exercises 20 **minutes**

Create It Project 20 **minutes**

Apply It Project 25 **minutes**

Lesson 6 Formatting Text with Fonts and Effects Total Time: 45 **minutes**

Words to Know Vocabulary 5 **minutes**

What You Can Do Notes 10 **minutes**

Try It! Practice Exercises 10 **minutes**

Create It Project 10 **minutes**

Apply It Project 10 **minutes**

Lesson 7 Formatting and Sorting Lists Total Time: 45 **minutes**

Words to Know Vocabulary 5 **minutes**

What You Can Do Notes 10 **minutes**

Try It! Practice Exercises 10 **minutes**

Create It Project 10 **minutes**

Apply It Project 10 **minutes**

Lesson 8 Inserting Pictures, Text Boxes, and Shapes Total Time: 90 **minutes**

Words to Know Vocabulary 10 **minutes**

What You Can Do Notes 15 **minutes**

Try It! Practice Exercises 20 **minutes**

Create It Project 20 **minutes**

Apply It Project 25 **minutes**

Lesson 9 Formatting Graphics Objects Total Time: 90 **minutes**

Words to Know Vocabulary 10 **minutes**

What You Can Do Notes 15 **minutes**

Try It! Practice Exercises 20 **minutes**

Create It Project 20 **minutes**

Apply It Project 25 **minutes**

Lesson 10 Working with SmartArt Graphics, Text Effects, and Page Borders Total Time: 45 **minutes**

Words to Know Vocabulary 5 **minutes**

What You Can Do Notes 10 **minutes**

Try It! Practice Exercises 10 **minutes**

Create It Project 10 **minutes**

Apply It Project 10 **minutes**

End of Chapter Assessments Total Time: 45 **minutes**

Make it Your Own 20 **minutes**

Master It 25 **minutes**

Chapter 2 Editing Documents and Working with Tables 9 hours

Lesson 11 Checking Spelling and Grammar Total Time: 45 **minutes**

Words to Know Vocabulary 5 **minutes**

What You Can Do Notes 10 **minutes**

Try It! Practice Exercises 10 **minutes**

Create It Project 10 **minutes**

Apply It Project 10 **minutes**

Lesson 12 Moving a Selection Total Time: 45 **minutes**

Words to Know Vocabulary 5 **minutes**

What You Can Do Notes 10 **minutes**

Try It! Practice Exercises 10 **minutes**

Create It Project 10 **minutes**

Apply It Project 10 **minutes**

Lesson 13 Copying a Selection Total Time: 45 **minutes**

Words to Know Vocabulary 5 **minutes**

What You Can Do Notes 10 **minutes**

Try It! Practice Exercises 10 **minutes**

Create It Project 10 **minutes**

Apply It Project 10 **minutes**

Lesson 14 Inserting a Table Total Time: 90 **minutes**

Words to Know Vocabulary 10 **minutes**

What You Can Do Notes 15 **minutes**

Try It! Practice Exercises 20 **minutes**

Create It Project 20 **minutes**

Apply It Project 25 **minutes**

Lesson 15 Aligning Tables Total Time: 45 **minutes**

Words to Know Vocabulary 5 **minutes**

What You Can Do Notes 10 **minutes**

Try It! Practice Exercises 10 **minutes**

Create It Project 10 **minutes**

Apply It Project 10 **minutes**

Lesson 16 Drawing a Table Total Time: 45 **minutes**

Words to Know Vocabulary 5 **minutes**

What You Can Do Notes 10 **minutes**

Try It! Practice Exercises 10 **minutes**

Create It Project 10 **minutes**

Apply It Project 10 **minutes**

Lesson 17 Performing Calculations in a Table Total Time: 45 **minutes**

Words to Know Vocabulary 5 **minutes**

What You Can Do Notes 10 **minutes**

Try It! Practice Exercises 10 **minutes**

Create It Project 10 **minutes**

Apply It Project 10 **minutes**

Lesson 18 Improving a Document with Find and Replace and AutoCorrect Total Time: 90 **minutes**

Words to Know Vocabulary 10 **minutes**

What You Can Do Notes 15 **minutes**

Try It! Practice Exercises 20 **minutes**

Create It Project 20 **minutes**

Apply It Project 25 **minutes**

8 Lesson 19 Working with Templates and Web Pages Total Time: 45 **minutes**

Words to Know Vocabulary 5 **minutes**

What You Can Do Notes 10 **minutes**

Try It! Practice Exercises 10 **minutes**

Create It Project 10 **minutes**

Apply It Project 10 **minutes**

End of Chapter Assessments Total Time: 45 **minutes**

Make it Your Own 20 **minutes**

Master It 25 **minutes**

Chapter 3 Creating Reports and Newsletters 10.5 hours Lesson 20 Changing Case and Managing

Document Properties Total Time: 45 **minutes**

Words to Know Vocabulary 5 **minutes**

What You Can Do Notes	10 minutes
Try It! Practice Exercises	10 minutes
Create It Project	10 minutes
Apply It Project	10 minutes
Lesson 21 Formatting a One-Page Report Total Time:	90 minutes
Words to Know Vocabulary	10 minutes
What You Can Do Notes	15 minutes
Try It! Practice Exercises	20 minutes
Create It Project	20 minutes
Apply It Project	25 minutes
Lesson 22 Managing Sources and Controlling Text Flow Total Time:	90 minutes
Words to Know Vocabulary	10 minutes
What You Can Do Notes	15 minutes
Try It! Practice Exercises	20 minutes
Create It Project	20 minutes
Apply It Project	25 minutes
9 Lesson 23 Working with Newsletter Columns Total Time:	90 minutes
Words to Know Vocabulary	10 minutes
What You Can Do Notes	15 minutes
Try It! Practice Exercises	20 minutes
Create It Project	20 minutes
Apply It Project	25 minutes
Lesson 24 Enhancing Paragraphs with Dropped Capitals, Borders, and Shading Total Time:	90 minutes
Words to Know Vocabulary	10 minutes
What You Can Do Notes	15 minutes
Try It! Practice Exercises	20 minutes
Create It Project	20 minutes
Apply It Project	25 minutes
Lesson 25 Copying Formatting Total Time:	45 minutes
Words to Know Vocabulary	5 minutes
What You Can Do Notes	10 minutes
Try It! Practice Exercises	10 minutes
Create It Project	10 minutes
Apply It Project	10 minutes
Lesson 26 Inserting Symbols Total Time:	45 minutes
Words to Know Vocabulary	5 minutes
What You Can Do Notes	10 minutes
Try It! Practice Exercises	10 minutes
Create It Project	10 minutes
Apply It Project	10 minutes
Lesson 27 Merging Mailing Labels Total Time:	90 minutes
Words to Know Vocabulary	10 minutes
What You Can Do Notes	15 minutes
Try It! Practice Exercises	20 minutes

Create It Project 20 **minutes**
Apply It Project 25 **minutes**
10 End of Chapter Assessments Total Time: 45 **minutes**
Make it Your Own 20 **minutes**
Master It 25 **minutes**

Chapter 4 Learning More about Merge, and Exploring the World Wide Web 6 hours Lesson 28 Creating

a Letter with Mail Merge Total Time: 45 **minutes**
Words to Know Vocabulary 5 **minutes**
What You Can Do Notes 10 **minutes**
Try It! Practice Exercises 10 **minutes**
Create It Project 10 **minutes**
Apply It Project 10 **minutes**
Lesson 29 Creating Envelopes with Mail Merge Total Time: 45 **minutes**
Words to Know Vocabulary 5 **minutes**
What You Can Do Notes 10 **minutes**
Try It! Practice Exercises 10 **minutes**
Create It Project 10 **minutes**
Apply It Project 10 **minutes**
Lesson 30 Creating a Directory with Mail Merge Total Time: 45 **minutes**
Words to Know Vocabulary 5 **minutes**
What You Can Do Notes 10 **minutes**
Try It! Practice Exercises 10 **minutes**
Create It Project 10 **minutes**
Apply It Project 10 **minutes**
Lesson 31 Using Merge to Create E-Mail Total Time: 45 **minutes**
Words to Know Vocabulary 5 **minutes**
What You Can Do Notes 10 **minutes**
Try It! Practice Exercises 10 **minutes**
Create It Project 10 **minutes**
Apply It Project 10 **minutes**
Lesson 32 Formatting Web Pages with Word Total Time: 45 **minutes**
Words to Know Vocabulary 5 **minutes**
What You Can Do Notes 10 **minutes**
Try It! Practice Exercises 10 **minutes**
Create It Project 10 **minutes**
Apply It Project 10 **minutes**
Lesson 33 Using the World Wide Web Total Time: 45 **minutes**
Words to Know Vocabulary 5 **minutes**
What You Can Do Notes 10 **minutes**
Try It! Practice Exercises 10 **minutes**
Create It Project 10 **minutes**
Apply It Project 10 **minutes**

Lesson 34 Sharing Documents and Communicating with Word Total Time: 45 **minutes**

Words to Know Vocabulary 5 **minutes**

What You Can Do Notes 10 **minutes**

Try It! Practice Exercises 10 **minutes**

Create It Project 10 **minutes**

Apply It Project 10 **minutes**

End of Chapter Assessments Total Time: 45 **minutes**

Make it Your Own 20 **minutes**

Master It 25 **minutes**

*Word Supplemental Lessons 4.5 hours Lesson 1 Creating Forms Total Time: 45 **minutes***

Words to Know Vocabulary 5 **minutes**

What You Can Do Notes 10 **minutes**

Try It! Practice Exercises 10 **minutes**

Create It Project 10 **minutes**

Apply It Project 10 **minutes**

Lesson 2 Protecting Documents Total Time: 45 **minutes**

Words to Know Vocabulary 5 **minutes**

What You Can Do Notes 10 **minutes**

Try It! Practice Exercises 10 **minutes**

Create It Project 10 **minutes**

Apply It Project 10 **minutes**

Lesson 3 Inspecting and Checking Documents Total Time: 45 **minutes**

Words to Know Vocabulary 5 **minutes**

What You Can Do Notes 10 **minutes**

Try It! Practice Exercises 10 **minutes**

Create It Project 10 **minutes**

Apply It Project 10 **minutes**

Lesson 4 Marking a Document as Final and Using Digital Signatures Total Time: 45 **minutes**

Words to Know Vocabulary 5 **minutes**

What You Can Do Notes 10 **minutes**

Try It! Practice Exercises 10 **minutes**

Create It Project 10 **minutes**

Apply It Project 10 **minutes**

Lesson 5 Using Comments Total Time: 45 **minutes**

Words to Know Vocabulary 5 **minutes**

What You Can Do Notes 10 **minutes**

Try It! Practice Exercises 10 **minutes**

Create It Project 10 **minutes**

Apply It Project 10 **minutes**

Lesson 6 Managing Source Information and Generating Special Tables Total Time: 45 **minutes**

Words to Know Vocabulary 5 **minutes**

What You Can Do Notes 10 **minutes**
Try It! Practice Exercises 10 **minutes**
Create It Project 10 **minutes**
Apply It Project 10 **minutes**

Excel 2010 49.5 Hours

Chapter 1 Getting Started with Microsoft Excel 2010 11.25 hours

Lesson 1 Touring Excel Total Time: 90 **minutes**

Words to Know Vocabulary 10 **minutes**

What You Can Do Notes 15 **minutes**

Try It! Practice Exercises 20 **minutes**

Create It Project 20 **minutes**

Apply It Project 25 **minutes**

Lesson 2 Worksheet and Workbook Basics Total Time: 90 **minutes**

Words to Know Vocabulary 10 **minutes**

What You Can Do Notes 15 **minutes**

Try It! Practice Exercises 20 **minutes**

Create It Project 20 **minutes**

Apply It Project 25 **minutes**

Lesson 3 Adding Worksheet Contents Total Time: 45 **minutes**

Words to Know Vocabulary 5 **minutes**

What You Can Do Notes 10 **minutes**

Try It! Practice Exercises 10 **minutes**

Create It Project 10 **minutes**

Apply It Project 10 **minutes**

Lesson 4 Worksheet Formatting Total Time: 45 **minutes**

Words to Know Vocabulary 10 **minutes**

What You Can Do Notes 10 **minutes**

Try It! Practice Exercises 10 **minutes**

Create It Project 10 **minutes**

Apply It Project 10 **minutes**

Lesson 5 More on Cell Entries and Formatting Total Time: 90 **minutes**

Words to Know Vocabulary 10 **minutes**

What You Can Do Notes 15 **minutes**

Try It! Practice Exercises 20 **minutes**

Create It Project 20 **minutes**

Apply It Project 25 **minutes**

Lesson 6 Working with Ranges Total Time: 45 **minutes**

Words to Know Vocabulary 5 **minutes**

What You Can Do Notes 10 **minutes**

Try It! Practice Exercises 10 **minutes**

Create It Project 10 **minutes**

Apply It Project 10 **minutes**

Lesson 7 Creating Formulas Total Time: 90 **minutes**

Words to Know Vocabulary 10 **minutes**
 What You Can Do Notes 15 **minutes**
 Try It! Practice Exercises 20 **minutes**
 Create It Project 20 **minutes**
 Apply It Project 25 **minutes**
 Lesson 8 Copying and Pasting Total Time: 45 **minutes**
 Words to Know Vocabulary 5 **minutes**
 What You Can Do Notes 10 **minutes**
 Try It! Practice Exercises 10 **minutes**
 Create It Project 10 **minutes**
 Apply It Project 10 **minutes**
 Lesson 9 Techniques for Moving Data Total Time: 45 **minutes**
 Words to Know Vocabulary 5 **minutes**
 What You Can Do Notes 10 **minutes**
 Try It! Practice Exercises 10 **minutes**
 Create It Project 10 **minutes**
 Apply It Project 10 **minutes**
 Lesson 10 Chart, Sheet, Display, and Print Operations Total Time: 45 **minutes**
 Words to Know Vocabulary 5 **minutes**
 What You Can Do Notes 10 **minutes**
 Try It! Practice Exercises 10 **minutes**
 Create It Project 10 **minutes**
 Apply It Project 10 **minutes**
 End of Chapter Assessments Total Time: 45 **minutes**
 Make it Your Own 20 **minutes**
 Master It 25 **minutes**

*Chapter 2 Working with Formulas, Functions, and Charts 11.25 hours Lesson 11 Getting Started with Functions Total Time: 90 **minutes***

Words to Know Vocabulary 10 **minutes**
 What You Can Do Notes 15 **minutes**
 Try It! Practice Exercises 20 **minutes**
 Create It Project 20 **minutes**
 Apply It Project 25 **minutes**
 Lesson 12 Using Excel Tables Total Time: 90 **minutes**
 Words to Know Vocabulary 10 **minutes**
 What You Can Do Notes 15 **minutes**
 Try It! Practice Exercises 20 **minutes**
 Create It Project 20 **minutes**
 Apply It Project 25 **minutes**
 Lesson 13 The NOW Function and Named Ranges Total Time: 45 **minutes**
 Words to Know Vocabulary 5 **minutes**

- What You Can Do Notes 10 **minutes**
- Try It! Practice Exercises 10 **minutes**
- Create It Project 10 **minutes**
- Apply It Project 10 **minutes**
- Lesson 14 Working with IF Functions Total Time: 90 **minutes**
 - Words to Know Vocabulary 10 **minutes**
 - What You Can Do Notes 15 **minutes**
 - Try It! Practice Exercises 20 **minutes**
 - Create It Project 20 **minutes**
 - Apply It Project 25 **minutes**
- Lesson 15 Using Frozen Labels and Panes Total Time: 45 **minutes**
 - Words to Know Vocabulary 5 **minutes**
 - What You Can Do Notes 10 **minutes**
 - Try It! Practice Exercises 10 **minutes**
 - Create It Project 10 **minutes**
 - Apply It Project 10 **minutes**
- Lesson 16 Using Conditional Formatting and Find and Replace Total Time: 45 **minutes**
 - Words to Know Vocabulary 5 **minutes**
 - What You Can Do Notes 10 **minutes**
 - Try It! Practice Exercises 10 **minutes**
 - Create It Project 10 **minutes**
 - Apply It Project 10 **minutes**
- Lesson 17 Rotating Entries and Resolving ##### Errors Total Time: 45 **minutes**
 - Words to Know Vocabulary 5 **minutes**
 - What You Can Do Notes 10 **minutes**
 - Try It! Practice Exercises 10 **minutes**
 - Create It Project 10 **minutes**
 - Apply It Project 10 **minutes**
- Lesson 18 Adding Print Titles and Scaling a Printout Total Time: 45 **minutes**
 - Words to Know Vocabulary 5 **minutes**
 - What You Can Do Notes 10 **minutes**
 - Try It! Practice Exercises 10 **minutes**
 - Create It Project 10 **minutes**
 - Apply It Project 10 **minutes**
- Lesson 19 Managing Worksheets and Performing MultiWorksheet Operations Total Time: 45 **minutes**
 - Words to Know Vocabulary 5 **minutes**
 - What You Can Do Notes 10 **minutes**
 - Try It! Practice Exercises 10 **minutes**
 - Create It Project 10 **minutes**
 - Apply It Project 10 **minutes**
- Lesson 20 Summary Worksheets and Advanced Printing Total Time: 90 **minutes**
 - Words to Know Vocabulary 10 **minutes**
 - What You Can Do Notes 15 **minutes**
 - Try It! Practice Exercises 20 **minutes**

Create It Project 20 **minutes**
Apply It Project 25 **minutes**
End of Chapter Assessments Total Time: 45 **minutes**
Make it Your Own 20 **minutes**
Master It 25 **minutes**

*Chapter 3 Charting Data 8.25 hours Lesson 21 Building Basic Charts Total Time: 90 **minutes***

Words to Know Vocabulary 10 **minutes**
What You Can Do Notes 15 **minutes**
Try It! Practice Exercises 20 **minutes**
Create It Project 20 **minutes**
Apply It Project 25 **minutes**
Lesson 22 Showing Percentages with a Pie Chart Total Time: 45 **minutes**
Words to Know Vocabulary 5 **minutes**
What You Can Do Notes 10 **minutes**
Try It! Practice Exercises 10 **minutes**
Create It Project 10 **minutes**
Apply It Project 10 **minutes**
Lesson 23 Enhancing a Pie Chart Total Time: 45 **minutes**
Words to Know Vocabulary 5 **minutes**
What You Can Do Notes 10 **minutes**
Try It! Practice Exercises 10 **minutes**
Create It Project 10 **minutes**
Apply It Project 10 **minutes**
Lesson 24 Adding Special Elements to a Chart or Sheet Total Time: 45 **minutes**
Words to Know Vocabulary 5 **minutes**
What You Can Do Notes 10 **minutes**
Try It! Practice Exercises 10 **minutes**
Create It Project 10 **minutes**
Apply It Project 10 **minutes**
Lesson 25 Completing Chart Formatting Total Time: 45 **minutes**
Words to Know Vocabulary 5 **minutes**
What You Can Do Notes 10 **minutes**
Try It! Practice Exercises 10 **minutes**
Create It Project 10 **minutes**
Apply It Project 10 **minutes**
Lesson 26 Comparing and Analyzing Data Total Time: 45 **minutes**
Words to Know Vocabulary 5 **minutes**
What You Can Do Notes 10 **minutes**
Try It! Practice Exercises 10 **minutes**
Create It Project 10 **minutes**
Apply It Project 10 **minutes**

Lesson 27 Chart Printing and Publishing Total Time: 45 **minutes**

Words to Know Vocabulary 5 **minutes**

What You Can Do Notes 10 **minutes**

Try It! Practice Exercises 10 **minutes**

Create It Project 10 **minutes**

Apply It Project 10 **minutes**

Lesson 28 Using Charts in Other Files Total Time: 45 **minutes**

Words to Know Vocabulary 5 **minutes**

What You Can Do Notes 10 **minutes**

Try It! Practice Exercises 10 **minutes**

Create It Project 10 **minutes**

Apply It Project 10 **minutes**

Lesson 29 Making Special Purpose Charts Total Time: 45 **minutes**

Words to Know Vocabulary 5 **minutes**

What You Can Do Notes 10 **minutes**

Try It! Practice Exercises 10 **minutes**

Create It Project 10 **minutes**

Apply It Project 10 **minutes**

End of Chapter Assessments Total Time: 45 **minutes**

Make it Your Own 20 **minutes**

Master It 25 **minutes**

Chapter 4 Advanced Functions, PivotCharts, and PivotTables 6.75 hours Lesson 30 Using Advanced

Functions to Predict Trends Total Time: 90 **minutes**

Words to Know Vocabulary 10 **minutes**

What You Can Do Notes 15 **minutes**

Try It! Practice Exercises 20 **minutes**

Create It Project 20 **minutes**

Apply It Project 25 **minutes**

Lesson 31 Using Advanced Functions for Data Analysis Total Time: 90 **minutes**

Words to Know Vocabulary 10 **minutes**

What You Can Do Notes 15 **minutes**

Try It! Practice Exercises 20 **minutes**

Create It Project 20 **minutes**

Apply It Project 25 **minutes**

Lesson 32 Using Lookup Functions Total Time: 90 **minutes**

Words to Know Vocabulary 10 **minutes**

What You Can Do Notes 15 **minutes**

Try It! Practice Exercises 20 **minutes**

Create It Project 20 **minutes**

Apply It Project 25 **minutes**

Lesson 33 Understanding PivotTables and PivotCharts Total Time: 90 **minutes**

Words to Know Vocabulary 10 **minutes**

What You Can Do Notes 15 **minutes**
 Try It! Practice Exercises 20 **minutes**
 Create It Project 20 **minutes**
 Apply It Project 25 **minutes**
 End of Chapter Assessments Total Time: 45 **minutes**
 Make it Your Own 20 **minutes**
 Master It 25 **minutes**

*Chapter 5 Advanced Printing, Formatting, and Editing 9 hours Lesson 34 Working with Graphics and Saving a Worksheet as a Web Page Total Time: 45 **minutes***

Words to Know Vocabulary 5 **minutes**
 What You Can Do Notes 10 **minutes**
 Try It! Practice Exercises 10 **minutes**
 Create It Project 10 **minutes**
 Apply It Project 10 **minutes**
 Lesson 35 Working with Web Data Total Time: 45 **minutes**
 Words to Know Vocabulary 5 **minutes**
 What You Can Do Notes 10 **minutes**
 Try It! Practice Exercises 10 **minutes**
 Create It Project 10 **minutes**
 Apply It Project 10 **minutes**
 Lesson 36 Linking and Embedding Data Total Time: 90 **minutes**
 Words to Know Vocabulary 10 **minutes**
 What You Can Do Notes 15 **minutes**
 Try It! Practice Exercises 20 **minutes**
 Create It Project 20 **minutes**
 Apply It Project 25 **minutes**
 Lesson 37 Working with Workbooks Total Time: 45 **minutes**
 Words to Know Vocabulary 5 **minutes**
 What You Can Do Notes 10 **minutes**
 Try It! Practice Exercises 10 **minutes**
 Create It Project 10 **minutes**
 Apply It Project 10 **minutes**
 Lesson 38 Working with Comments and Modifying Page Setup Total Time: 45 **minutes**
 Words to Know Vocabulary 5 **minutes**
 What You Can Do Notes 10 **minutes**
 Try It! Practice Exercises 10 **minutes**
 Create It Project 10 **minutes**
 Apply It Project 10 **minutes**
 Lesson 39 Modifying Print Options Total Time: 45 **minutes**
 Words to Know Vocabulary 5 **minutes**
 What You Can Do Notes 10 **minutes**

Try It! Practice Exercises 10 **minutes**
 Create It Project 10 **minutes**
 Apply It Project 10 **minutes**
 Lesson 40 Using Copy and Paste Special Total Time: 45 **minutes**
 Words to Know Vocabulary 5 **minutes**
 What You Can Do Notes 10 **minutes**
 Try It! Practice Exercises 10 **minutes**
 Create It Project 10 **minutes**
 Apply It Project 10 **minutes**
 Lesson 41 Moving and Linking Data Between Workbooks Total Time: 45 **minutes**
 Words to Know Vocabulary 5 **minutes**
 What You Can Do Notes 10 **minutes**
 Try It! Practice Exercises 10 **minutes**
 Create It Project 10 **minutes**
 Apply It Project 10 **minutes**
 Lesson 42 Working with 3-D Formulas Total Time: 90 **minutes**
 Words to Know Vocabulary 10 **minutes**
 What You Can Do Notes 15 **minutes**
 Try It! Practice Exercises 20 **minutes**
 Create It Project 20 **minutes**
 Apply It Project 25 **minutes**
 End of Chapter Assessments Total Time: 45 **minutes**
 Make it Your Own 20 **minutes**
 Master It 25 **minutes**

*Excel Supplemental Lessons 3 hours Lesson 1 Using Advanced Sort Total Time: 45 **minutes***

Words to Know Vocabulary 5 **minutes**
 What You Can Do Notes 10 **minutes**
 Try It! Practice Exercises 10 **minutes**
 Create It Project 10 **minutes**
 Apply It Project 10 **minutes**
 Lesson 2 Using Advanced Filtering Total Time: 45 **minutes**
 Words to Know Vocabulary 5 **minutes**
 What You Can Do Notes 10 **minutes**
 Try It! Practice Exercises 10 **minutes**
 Create It Project 10 **minutes**
 Apply It Project 10 **minutes**
 Lesson 3 Working with Hyperlinks Total Time: 45 **minutes**
 Words to Know Vocabulary 5 **minutes**
 What You Can Do Notes 10 **minutes**
 Try It! Practice Exercises 10 **minutes**
 Create It Project 10 **minutes**

Apply It Project 10 **minutes**

Lesson 4 Saving Excel Data in a Different File Format Total Time: 45 **minutes**

Words to Know Vocabulary 5 **minutes**

What You Can Do Notes 10 **minutes**

Try It! Practice Exercises 10 **minutes**

Create It Project 10 **minutes**

Apply It Project 10 **minutes**

Access 2010 30 hours

Chapter 1 Getting Started with Microsoft Excel 2010 9 hours

Lesson 1 Planning a Database Total Time: 90 **minutes**

Words to Know Vocabulary 10 **minutes**

What You Can Do Notes 15 **minutes**

Try It! Practice Exercises 20 **minutes**

Create It Project 20 **minutes**

Apply It Project 25 **minutes**

Lesson 2 Creating a Database Total Time: 90 **minutes**

Words to Know Vocabulary 10 **minutes**

What You Can Do Notes 15 **minutes**

Try It! Practice Exercises 20 **minutes**

Create It Project 20 **minutes**

Apply It Project 25 **minutes**

Lesson 3 Modifying and Adding Data to a Table Total Time: 45 **minutes**

Words to Know Vocabulary 5 **minutes**

What You Can Do Notes 10 **minutes**

Try It! Practice Exercises 10 **minutes**

Create It Project 10 **minutes**

Apply It Project 10 **minutes**

Lesson 4 Modifying Fields in a Datasheet Total Time: 45 **minutes**

Words to Know Vocabulary 5 **minutes**

What You Can Do Notes 10 **minutes**

Try It! Practice Exercises 10 **minutes**

Create It Project 10 **minutes**

Apply It Project 10 **minutes**

Lesson 5 Importing and Protecting Data Total Time: 45 **minutes**

Words to Know Vocabulary 5 **minutes**

What You Can Do Notes 10 **minutes**

Try It! Practice Exercises 10 **minutes**

Create It Project 10 **minutes**

Apply It Project 10 **minutes**

25 Lesson 6 Using Table Templates and Design View Total Time: 90 **minutes**

Words to Know Vocabulary 10 **minutes**

What You Can Do Notes 15 **minutes**

Try It! Practice Exercises 20 **minutes**

Create It Project 20 **minutes**

Apply It Project 25 **minutes**

Lesson 7 Creating Other Objects Total Time: 90 **minutes**

Words to Know Vocabulary 10 **minutes**

What You Can Do Notes	15 minutes
Try It! Practice Exercises	20 minutes
Create It Project	20 minutes
Apply It Project	25 minutes
End of Chapter Assessments Total Time:	45 minutes
Make it Your Own	20 minutes
Master It	25 minutes
Chapter 2 Working with Queries	11.25 hours
Lesson 8 Managing Relationships Between Tables	Total Time: 90 minutes
Words to Know Vocabulary	10 minutes
What You Can Do Notes	15 minutes
Try It! Practice Exercises	20 minutes
Create It Project	20 minutes
Apply It Project	25 minutes
Lesson 9 Finding, Replacing, and Sorting Data	Total Time: 45 minutes
Words to Know Vocabulary	5 minutes
What You Can Do Notes	10 minutes
Try It! Practice Exercises	10 minutes
Create It Project	10 minutes
Apply It Project	10 minutes
Lesson 10 Filtering Data	Total Time: 90 minutes
Words to Know Vocabulary	10 minutes
What You Can Do Notes	15 minutes
Try It! Practice Exercises	20 minutes
Create It Project	20 minutes
Apply It Project	25 minutes
Lesson 11 Creating a Query in Design View	Total Time: 90 minutes
Words to Know Vocabulary	10 minutes
What You Can Do Notes	15 minutes
Try It! Practice Exercises	20 minutes
Create It Project	20 minutes
Apply It Project	25 minutes
Lesson 12 Creating a Multi-Table Query	Total Time: 45 minutes
Words to Know Vocabulary	5 minutes
What You Can Do Notes	10 minutes
Try It! Practice Exercises	10 minutes
Create It Project	10 minutes
Apply It Project	10 minutes
Lesson 13 Using Criteria in a Query	Total Time: 45 minutes
Words to Know Vocabulary	5 minutes
What You Can Do Notes	10 minutes
Try It! Practice Exercises	10 minutes
Create It Project	10 minutes
Apply It Project	10 minutes

Lesson 14 Using Comparison Operators Total Time: 90 **minutes**

Words to Know Vocabulary 10 **minutes**

What You Can Do Notes 15 **minutes**

Try It! Practice Exercises 20 **minutes**

Create It Project 20 **minutes**

Apply It Project 25 **minutes**

Lesson 15 Using Calculated Fields Total Time: 90 **minutes**

Words to Know Vocabulary 10 **minutes**

What You Can Do Notes 15 **minutes**

Try It! Practice Exercises 20 **minutes**

Create It Project 20 **minutes**

Apply It Project 25 **minutes**

Lesson 16 Summarizing Data in Queries Total Time: 45 **minutes**

Words to Know Vocabulary 5 **minutes**

What You Can Do Notes 10 **minutes**

Try It! Practice Exercises 10 **minutes**

Create It Project 10 **minutes**

Apply It Project 10 **minutes**

End of Chapter Assessments Total Time: 45 **minutes**

Make it Your Own 20 **minutes**

Master It 25 **minutes**

Chapter 3 Working with Forms and Reports 9.75 hours Lesson 17 Creating a Lookup List Total Time: 45 **minutes**

Words to Know Vocabulary 5 **minutes**

What You Can Do Notes 10 **minutes**

Try It! Practice Exercises 10 **minutes**

Create It Project 10 **minutes**

Apply It Project 10 **minutes**

Lesson 18 Creating an Input Mask Total Time: 45 **minutes**

Words to Know Vocabulary 5 **minutes**

What You Can Do Notes 10 **minutes**

Try It! Practice Exercises 10 **minutes**

Create It Project 10 **minutes**

Apply It Project 10 **minutes**

Lesson 19 Creating and Using a Form Total Time: 90 **minutes**

Words to Know Vocabulary 10 **minutes**

What You Can Do Notes 15 **minutes**

Try It! Practice Exercises 20 **minutes**

Create It Project 20 **minutes**

Apply It Project 25 **minutes**

Lesson 20 Working with a Form in Layout View Total Time: 45 **minutes**

Words to Know Vocabulary 5 **minutes**

What You Can Do Notes 10 **minutes**

Try It! Practice Exercises 10 **minutes**

Create It Project 10 minutes
Apply It Project 10 minutes
Lesson 21 Working with a Form in Design View Total Time: 90 minutes
Words to Know Vocabulary 10 minutes
What You Can Do Notes 15 minutes
Try It! Practice Exercises 20 minutes
Create It Project 20 minutes
Apply It Project 25 minutes
Lesson 22 Working with Form Sections Total Time: 45 minutes
Words to Know Vocabulary 5 minutes
What You Can Do Notes 10 minutes
Try It! Practice Exercises 10 minutes
Create It Project 10 minutes
Apply It Project 10 minutes
Lesson 23 Creating a Report Total Time: 45 minutes
Words to Know Vocabulary 5 minutes
What You Can Do Notes 10 minutes
Try It! Practice Exercises 10 minutes
Create It Project 10 minutes
Apply It Project 10 minutes
Lesson 24 Modifying a Report in Design View Total Time: 90 minutes
Words to Know Vocabulary 10 minutes
What You Can Do Notes 15 minutes
Try It! Practice Exercises 20 minutes
Create It Project 20 minutes
Apply It Project 25 minutes
Lesson 25 Creating Labels Total Time: 45 minutes
Words to Know Vocabulary 5 minutes
What You Can Do Notes 10 minutes
Try It! Practice Exercises 10 minutes
Create It Project 10 minutes
Apply It Project 10 minutes
End of Chapter Assessments Total Time: 45 minutes
Make it Your Own 20 minutes
Master It 25 minutes

PowerPoint 2010 32.25 hours

Chapter 1 Getting Started with PowerPoint 9 hours

Lesson 1 Getting Started with PowerPoint Total Time: 90 **minutes**

Words to Know Vocabulary 10 **minutes**

What You Can Do Notes 15 **minutes**

Try It! Practice Exercises 20 **minutes**

Create It Project 20 **minutes**

Apply It Project 25 **minutes**

Lesson 2 Working with Slides Total Time: 45 **minutes**

Words to Know Vocabulary 5 **minutes**

What You Can Do Notes 10 **minutes**

Try It! Practice Exercises 10 **minutes**

Create It Project 10 **minutes**

Apply It Project 10 **minutes**

Lesson 3 Working with Headers, Footers, and Speaker Notes Total Time: 90 **minutes**

Words to Know Vocabulary 10 **minutes**

What You Can Do Notes 15 **minutes**

Try It! Practice Exercises 20 **minutes**

Create It Project 20 **minutes**

Apply It Project 25 **minutes**

Lesson 4 Inserting and Formatting Pictures Total Time: 45 **minutes**

Words to Know Vocabulary 5 **minutes**

What You Can Do Notes 10 **minutes**

Try It! Practice Exercises 10 **minutes**

Create It Project 10 **minutes**

Apply It Project 10 **minutes**

Lesson 5 Formatting Text Total Time: 45 **minutes**

Words to Know Vocabulary 5 **minutes**

What You Can Do Notes 10 **minutes**

Try It! Practice Exercises 10 **minutes**

Create It Project 10 **minutes**

31 Apply It Project 10 **minutes**

Lesson 6 Aligning Text Total Time: 45 **minutes**

Words to Know Vocabulary 5 **minutes**

What You Can Do Notes 10 **minutes**

Try It! Practice Exercises 10 **minutes**

Create It Project 10 **minutes**

Apply It Project 10 **minutes**

Lesson 7 Displaying the Presentation Outline Total Time: 45 **minutes**

Words to Know Vocabulary 5 **minutes**

What You Can Do Notes	10 minutes
Try It! Practice Exercises	10 minutes
Create It Project	10 minutes
Apply It Project	10 minutes
Lesson 8 Arranging Slides Total Time:	45 minutes
Words to Know Vocabulary	5 minutes
What You Can Do Notes	10 minutes
Try It! Practice Exercises	10 minutes
Create It Project	10 minutes
Apply It Project	10 minutes
Lesson 9 Adding Slide Transitions Total Time:	45 minutes
Words to Know Vocabulary	5 minutes
What You Can Do Notes	10 minutes
Try It! Practice Exercises	10 minutes
Create It Project	10 minutes
Apply It Project	10 minutes
End of Chapter Assessments Total Time:	45 minutes
Make it Your Own	20 minutes
Master It	25 minutes
Chapter 2 Working with Lists and Graphs	7.5 hours
Lesson 10 Working with Bulleted and Numbered Lists	
Total Time:	45 minutes
Words to Know Vocabulary	5 minutes
What You Can Do Notes	10 minutes
Try It! Practice Exercises	10 minutes
Create It Project	10 minutes
Apply It Project	10 minutes
Lesson 11 Using Clip Art and Pictures Total Time:	90 minutes
Words to Know Vocabulary	10 minutes
What You Can Do Notes	15 minutes
Try It! Practice Exercises	20 minutes
Create It Project	20 minutes
Apply It Project	25 minutes
Lesson 12 Inserting Symbols and Text Boxes Total Time:	45 minutes
Words to Know Vocabulary	5 minutes
What You Can Do Notes	10 minutes
Try It! Practice Exercises	10 minutes
Create It Project	10 minutes
Apply It Project	10 minutes
Lesson 13 Drawing and Formatting Shapes Total Time:	45 minutes
Words to Know Vocabulary	5 minutes
What You Can Do Notes	10 minutes
Try It! Practice Exercises	10 minutes
Create It Project	10 minutes
Apply It Project	10 minutes

Lesson 14 Positioning and Grouping Shapes Total Time: 45 **minutes**

Words to Know Vocabulary 5 **minutes**

What You Can Do Notes 10 **minutes**

Try It! Practice Exercises 10 **minutes**

Create It Project 10 **minutes**

Apply It Project 10 **minutes**

Lesson 15 Creating WordArt Total Time: 45 **minutes**

Words to Know Vocabulary 5 **minutes**

What You Can Do Notes 10 **minutes**

Try It! Practice Exercises 10 **minutes**

Create It Project 10 **minutes**

Apply It Project 10 **minutes**

Lesson 16 Creating SmartArt Diagrams Total Time: 45 **minutes**

Words to Know Vocabulary 5 **minutes**

What You Can Do Notes 10 **minutes**

Try It! Practice Exercises 10 **minutes**

Create It Project 10 **minutes**

Apply It Project 10 **minutes**

Lesson 17 Creating a Photo Album Total Time: 45 **minutes**

Words to Know Vocabulary 5 **minutes**

What You Can Do Notes 10 **minutes**

Try It! Practice Exercises 10 **minutes**

Create It Project 10 **minutes**

Apply It Project 10 **minutes**

End of Chapter Assessments Total Time: 45 **minutes**

Make it Your Own 20 **minutes**

Master It 25 **minutes**

Chapter 3 Enhancing a Presentation 6.75 hours Lesson 18 Modifying a Theme Total Time: 45 **minutes**

Words to Know Vocabulary 5 **minutes**

What You Can Do Notes 10 **minutes**

Try It! Practice Exercises 10 **minutes**

Create It Project 10 **minutes**

Apply It Project 10 **minutes**

34 Lesson 19 Modifying a Background Total Time: 45 **minutes**

Words to Know Vocabulary 5 **minutes**

What You Can Do Notes 10 **minutes**

Try It! Practice Exercises 10 **minutes**

Create It Project 10 **minutes**

Apply It Project 10 **minutes**

Lesson 20 Using Effects and Animations Total Time: 90 **minutes**

Words to Know Vocabulary 10 **minutes**

What You Can Do Notes 15 **minutes**

Try It! Practice Exercises 20 **minutes**

Create It Project 20 **minutes**

Apply It Project 25 **minutes**

Lesson 21 Creating Multimedia Presentations Total Time: 90 **minutes**

Words to Know Vocabulary 10 **minutes**

What You Can Do Notes 15 **minutes**

Try It! Practice Exercises 20 **minutes**

Create It Project 20 **minutes**

Apply It Project 25 **minutes**

Lesson 22 Working with Tables Total Time: 45 **minutes**

Words to Know Vocabulary 5 **minutes**

What You Can Do Notes 10 **minutes**

Try It! Practice Exercises 10 **minutes**

Create It Project 10 **minutes**

Apply It Project 10 **minutes**

Lesson 23 Working with Charts Total Time: 45 **minutes**

Words to Know Vocabulary 5 **minutes**

What You Can Do Notes 10 **minutes**

Try It! Practice Exercises 10 **minutes**

Create It Project 10 **minutes**

Apply It Project 10 **minutes**

End of Chapter Assessments Total Time: 45 **minutes**

Make it Your Own 20 **minutes**

Master It 25 **minutes**

Chapter 4 Finalizing a Presentation 7.5 hours Lesson 24 Working with Slide Masters Total Time: 90 **minutes**

Words to Know Vocabulary 10 **minutes**

What You Can Do Notes 15 **minutes**

Try It! Practice Exercises 20 **minutes**

Create It Project 20 **minutes**

Apply It Project 25 **minutes**

Lesson 25 Using Presentation Templates and Linked Objects Total Time: 90 **minutes**

Words to Know Vocabulary 10 **minutes**

What You Can Do Notes 15 **minutes**

Try It! Practice Exercises 20 **minutes**

Create It Project 20 **minutes**

Apply It Project 25 **minutes**

Lesson 26 Customizing Themes and Templates Total Time: 45 **minutes**

Words to Know Vocabulary 5 **minutes**

What You Can Do Notes 10 **minutes**

Try It! Practice Exercises 10 **minutes**

Create It Project 10 **minutes**

Apply It Project 10 **minutes**

Lesson 27 Enhancing a Slide Show Total Time: 45 **minutes**

Words to Know Vocabulary 5 **minutes**

What You Can Do Notes 10 **minutes**

Try It! Practice Exercises 10 **minutes**

Create It Project 10 **minutes**

Apply It Project 10 **minutes**

Lesson 28 Preparing for a Slide Show Total Time: 45 **minutes**

Words to Know Vocabulary 5 **minutes**

What You Can Do Notes 10 **minutes**

Try It! Practice Exercises 10 **minutes**

Create It Project 10 **minutes**

Apply It Project 10 **minutes**

Lesson 29 Reviewing and Finalizing a Presentation Total Time: 45 **minutes**

Words to Know Vocabulary 5 **minutes**

What You Can Do Notes 10 **minutes**

Try It! Practice Exercises 10 **minutes**

Create It Project 10 **minutes**

Apply It Project 10 **minutes**

Lesson 30 Distributing a Presentation Total Time: 45 **minutes**

Words to Know Vocabulary 5 **minutes**

What You Can Do Notes 10 **minutes**

Try It! Practice Exercises 10 **minutes**

Create It Project 10 **minutes**

Apply It Project 10 **minutes**

End of Chapter Assessments Total Time: 45 **minutes**

Make it Your Own 20 **minutes**

Master It 25 **minutes**

PowerPoint Supplemental Lesson 1.5 hours Lesson 1 Applying Proofing Tools Total Time: 90 **minutes**

Words to Know Vocabulary 10 **minutes**

What You Can Do Notes 15 **minutes**

Try It! Practice Exercises 20 **minutes**

Create It Project 20 **minutes**

Apply It Project 25 **minutes**

Tests

There are two types of tests in this course: Grader and Concept Tests.

Grader Tests

These tests are automatically graded. A Grader Project activity allows students to download a Microsoft Office file they will use to complete the assignment. Students then will upload the completed file for automatic evaluation by the Grader application.

Concept Tests

These tests are also automatically graded and contain a variety of questions such as fill in, flash, matching, multiple choice, ranking, and true/false.

Grading

Grading is done through the Today's view on the dashboard. Locate Instructor Grading and view the submitted files.

Submissions

Every student's submissions for a single project (i.e. WProj05) will be grouped together. Once accessed, a view of all the students is displayed. Clicking on the student, brings up their submissions. In the submissions, the uploaded file(s) can be viewed and downloaded for grading purposes.

If a student has multiple submissions, the protocol is to view the last submission first. If said submission is correct, delete the previous submissions.

In order to delete a submission, hit the delete button in the top right of the submission window. Select "This Submission" from the drop down menu. **DO NOT** select the "All From This User". Doing this will delete all of their work.

Scores

Grading is accomplished by comparing the solution file to the file uploaded by the student. The solution files can be found in the Instructor Resource section:

Course Contents -> Instructor Resources -> Solution Files -> Word or Basic

Once the solution files have been downloaded for both Basic and Word. Compare each uploaded document to the solution file. When grading, be aware that this program's goal is comprehension and certification. Look for blatant mistakes and address them in the comment section of the submission window.

When assigning scores to the student take 5-10 points off for large errors. Again, look for comprehension of the material. If the student fails to pass the assignment, leave feedback and remind the student to resubmit for full credit.