

Unit	Lesson	Lesson Objectives
Word Basics		
		<p>Getting Started with Word</p> <ul style="list-style-type: none"> Access and use Help. Create and save documents. Use the elements of the Word window. <p>Document Navigation and Selection Techniques</p> <ul style="list-style-type: none"> Navigate by using the scrollbars, the keyboard, the Go To command, and the Select Browse Object button. Open a Word document. Select text by using the keyboard and the mouse. Zoom in and out on a document and switch views. <p>Working with Text</p> <ul style="list-style-type: none"> Change the appearance of text by applying character formatting. Cut, copy, and paste text. Insert and delete text, insert the date and time, and insert symbols and special characters. Use the Undo and Redo commands. <p>Tab Settings and Paragraph Formatting</p> <ul style="list-style-type: none"> Align text by using tabs. Format paragraphs by aligning text, adding borders, and applying bullets and numbering. <p>Paragraph Spacing, Indenting, and Automatic Formatting</p> <ul style="list-style-type: none"> Apply automatic formatting to text by using AutoFormat. Change paragraph indents, line spacing, and paragraph spacing. <p>Working with Tables</p> <ul style="list-style-type: none"> Add and delete rows and columns, change column width, align tables, and convert tables to text. Create tables and convert text to tables. Navigate, select elements in, add text to, and apply formatting to a table. <p>Headers, Footers, Margins, and Page Breaks</p> <ul style="list-style-type: none"> Add and delete manual page breaks. Add headers and footers to a document. Set and change the margins of a document, change page orientation, and set text flow options. <p>Proofing and Printing Documents</p> <ul style="list-style-type: none"> Create PDF documents. Find and replace text and formatting. Preview and print documents. Proof a document and use the thesaurus. Use AutoCorrect to insert text automatically. <p>Working with Graphics</p> <ul style="list-style-type: none"> Insert graphics and clip art. Modify graphics by rotating and resizing them and by adjusting contrast, brightness, and compression. Take and use screenshots. Wrap text around graphics.

Unit	Lesson	Lesson Objectives
Uploading Your Work		
Using Word		
Examining Formatting and Creating Styles		
Apply and create paragraph and character styles.		
Examine and compare text formatting by using the Reveal Formatting pane.		
Modifying Styles and Working with Outlines		
Create, organize, and format a document outline.		
Modify, override, and export styles.		
Working with Sections and Columns		
Create and format sections of text by using section breaks, headers and footers, and page numbering.		
Format text into multiple columns.		
Table Formatting Basics		
Align text in a table, merge and split table cells, change text orientation in a table, and resize rows.		
Change table borders and apply shading to cells.		
Table Data and Table Styles		
Apply and modify table styles.		
Sort data in a table, split a table, repeat a header row on multiple pages, and enter a formula in a table.		
Printing Labels and Envelopes		
Prepare and print envelopes.		
Prepare and print labels.		
Templates and Building Blocks		
Create a document from a template, save and use your own template, and use the Templates folder to store a custom template.		
Use the Building Blocks Organizer to work with commonly used document elements.		
Use the Restrict Formatting and Editing pane to protect a document with a password, and view and edit document properties.		
Diagrams, Drawing Tools, and Graphic Text		
Create and modify a diagram.		
Format text graphically, using WordArt, drop caps, and pull quotes.		
Insert text boxes and shapes in a document, and adjust their size, shape, and other attributes.		
Managing Document Revisions		
Explain the purpose of merging revisions and adding comments.		
Track changes while editing, review and accept revisions, view changes made by different reviewers, and restrict edits to tracked changes.		
Uploading Your Work		
Tools and Features of Word		
Web Features		
Insert a hyperlink in a document, use hyperlinks to navigate, and link to another document.		
Preview and save a document as a web page.		
Using Mail Merge		
Create a recipient list, sort records, and filter records.		
Create mailing-label and envelope documents by using a recipient list.		
Use the Mailings tab to create form letters.		

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		<p>Objects and Backgrounds</p> <ul style="list-style-type: none"> Add content from other applications to a Word document by using object linking and embedding. Customize a document's appearance by applying background colors, fill effects, watermarks, and themes. <p>Using Macros</p> <ul style="list-style-type: none"> Modify, copy, and delete macros. Record and run macros to automate tasks. <p>Working with Forms</p> <ul style="list-style-type: none"> Create forms by adding labels and content controls to a Word document. Describe how digital signatures are useful in sharing documents. Protect and unprotect forms. <p>Customizing Word</p> <ul style="list-style-type: none"> Create keyboard shortcuts. Customize the Quick Access toolbar. Customize the Ribbon by adding tabs and groups, and minimize the Ribbon. <p>Master Documents and Tables of Contents</p> <ul style="list-style-type: none"> Create a master document and add a cover page. Create, modify, and update a table of contents and a table of figures. <p>Indexes, Bibliographies, and Other References</p> <ul style="list-style-type: none"> Add frames to a web page document. Create an index, a bibliography, a table of authorities, and footnotes. Work with bookmarks and cross-references. <p>Working with XML</p> <ul style="list-style-type: none"> Create an XML document and attach an XML schema. Use XML options and apply a transform.
Excel Basics		
		<p>Getting Started with Excel</p> <ul style="list-style-type: none"> Create an Excel workbook, and enter and edit text and values in a worksheet. Define a spreadsheet and identify spreadsheet components. Identify the main components of the Excel window. Open and navigate workbooks. Use the Help window. <p>Working with Formulas, Pictures, and Data</p> <ul style="list-style-type: none"> Enter and edit formulas in a worksheet. Insert, move, and resize pictures in a worksheet. Move and copy data in a worksheet. Save and update a workbook, and save a workbook as a PDF. <p>Moving Formulas, Ranges, Rows, and Columns</p> <ul style="list-style-type: none"> Insert and delete ranges, rows, and columns in a worksheet. Move and copy formulas in a worksheet. Use absolute references in formulas.

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	Functions	<p>Apply the SUM function to calculate the sum of values.</p> <p>Use AutoSum to enter SUM functions.</p> <p>Use the AVERAGE, MIN, MAX, COUNT, and COUNTA functions to find average, minimum, and maximum values and the count of cells in a range.</p>
	Formatting Text, Rows, Columns, and Numbers	<p>Apply text formatting.</p> <p>Customize column widths, row heights, and alignment, and apply color and border formatting.</p> <p>Format values as currency, percentages, and ordinary numbers.</p>
	Additional Formatting Options	<p>Apply conditional formatting based on specific criteria.</p> <p>Copy formatting, apply cell styles and table styles, and use Find and Replace to update the formatting for specific content.</p>
	Printing Worksheets	<p>Preview how a worksheet will look when printed, use the spelling checker, and use Find and Replace to update data.</p> <p>Print a worksheet and a selected range.</p> <p>Set page orientation, scaling, and margins, and create headers and footers.</p>
	Chart Basics	<p>Create charts based on worksheet data, and move charts within a workbook.</p> <p>Customize charts and format chart elements.</p>
	Managing Large Workbooks	<p>Freeze panes, split a worksheet, and hide and display data and window elements.</p> <p>Navigate, manage, and print multiple worksheets.</p> <p>Set print titles and page breaks.</p>
	Graphics and Screenshots	<p>Insert and modify screenshots.</p> <p>Insert and modify SmartArt graphics.</p> <p>Use graphics as conditional formatting to represent cell data.</p>
	Uploading Your Work	
Using Excel	Using Multiple Worksheets and Workbooks	<p>Create 3-D formulas to link worksheets, and add a Watch window.</p> <p>Create a workspace to manage workbooks.</p> <p>Create and manage linked workbooks.</p> <p>Switch between workbooks, and copy a sheet from one workbook to another.</p>
	Advanced Formatting	<p>Apply built-in and custom number formats to display data in specific formats.</p> <p>Create, apply, and modify styles to apply several kinds of formatting simultaneously.</p> <p>Use the UPPER, LOWER, PROPER, and SUBSTITUTE functions to modify text.</p>
	Themes and Other Advanced Formatting	<p>Apply and modify themes.</p> <p>Merge and change the orientation of cells to display text in special ways, transpose data, and add backgrounds and watermarks.</p>

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		<p>Outlining and Subtotals</p> <ul style="list-style-type: none"> Create outlines to group and organize data, create custom views, and consolidate data from different worksheets. Summarize the data in a worksheet by creating automatic subtotals. <p>Cell and Range Names</p> <ul style="list-style-type: none"> Use names to make formulas easier to understand. Use the Name Manager and define 3-D names that span multiple worksheets. <p>Using Filters and Tables</p> <ul style="list-style-type: none"> Create and format tables, and use structured references to include table column names in formulas. Organize data logically, sort it by the contents of its columns, and filter it to show only those rows that meet certain criteria. Use the Custom AutoFilter and Advanced Filter dialog boxes to filter data based on complex criteria. <p>Web and Sharing Features</p> <ul style="list-style-type: none"> Add and remove hyperlinks in a worksheet. Save a workbook as a Web page, and use the AutoRepublish feature to keep the Web version of a workbook updated. Share workbooks via e-mail. <p>Using Charts and Graphical Elements</p> <ul style="list-style-type: none"> Add and modify drawing objects and shapes to highlight a specific portion of a chart, and add a picture to a worksheet. Adjust the scale of a chart, and format data. Create combination charts, trendlines, and sparklines to highlight different kinds of data. <p>Documenting and Auditing</p> <ul style="list-style-type: none"> Add and edit comments for a cell and a worksheet. Protect a workbook or part of a worksheet from unauthorized access or unintentional changes. Share workbooks, merge versions of a workbook, track changes made by various users, remove personal data from a workbook, and mark a workbook as final. Use auditing features to trace precedent and dependent cells, and trace errors. <p>Templates and Settings</p> <ul style="list-style-type: none"> Change Excel's default application settings. Create and manage custom templates. Use Excel's built-in templates to create invoices. <p>Uploading Your Work</p>
Tools and Features of Excel		
		<p>PivotTables and PivotCharts</p> <ul style="list-style-type: none"> Change PivotTable views by moving fields and hiding and showing details. Create a PivotChart to graphically display data from a PivotTable. Improve the appearance of a PivotTable by applying a style and changing its field settings. Use the PivotTable command to create a PivotTable for analyzing and comparing large amounts of data. <p>Logical Functions</p> <ul style="list-style-type: none"> Use logical functions to return specific results depending on whether certain conditions are met. Use nested functions and the IF, AND, OR, NOT, and IFERROR functions. <p>Math and Statistical Functions</p> <ul style="list-style-type: none"> Use math and statistical functions to conditionally sum, count, and average data. Use math and statistical functions to round data.

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		<p>Financial and Date Functions</p> <ul style="list-style-type: none"> Display and print formulas. Use array formulas to perform multiple calculations on multiple sets of values. Use date and time functions to calculate duration, expressed as the number of days and hours. Use the PMT function to calculate periodic payments for a loan. <p>Lookups and Data Tables</p> <ul style="list-style-type: none"> Use data tables to see the effects of changing the values in a formula. Use the MATCH function to find the relative position of a value in a range, and use the INDEX function to find the value of a cell at a given position within a range. Use the VLOOKUP and HLOOKUP functions to find values in a worksheet list. <p>Advanced Data Management</p> <ul style="list-style-type: none"> Use database functions to summarize data that meet the criteria specified. Use the data validation feature to validate data entered in cells. <p>Exporting and Importing</p> <ul style="list-style-type: none"> Export data from Excel to a text file, and import data from a text file into an Excel workbook. Import XML data into a workbook, and export data from a workbook to an XML data file. Use Microsoft Query and the Web Query feature to import data from external databases. <p>Analytical Tools</p> <ul style="list-style-type: none"> Create scenarios to save various sets of input values that produce different results. Install and use the Analysis ToolPak. Use the Goal Seek and Solver utilities to meet a target output for a formula by changing the values in the input cells. <p>Macros and Custom Functions</p> <ul style="list-style-type: none"> Create and run macros to automate complex and repetitive tasks. Create custom functions. Use the Visual Basic Editor to edit a macro.
		<p>PowerPoint Basics</p> <p>Getting Started with PPT</p> <ul style="list-style-type: none"> Course Introduction Create a basic presentation by adding slides and inserting text on each slide. Explore the PowerPoint environment. Get help by using PowerPoint's Help options. Save a presentation by using the Save and Save As commands. <p>Slide Arrangement and Formatting Text</p> <ul style="list-style-type: none"> Apply formatting to text and bulleted lists by using options on the Mini toolbar and in the Font and Paragraph groups. Insert slides by using slides from another presentation. Rearrange and delete slides by using options in Normal view and Slide Sorter view. <p>Working with Text in PowerPoint</p> <ul style="list-style-type: none"> Change the alignment of text by using options on the Mini toolbar and in the Font and Paragraph groups. Search for, replace, move, and copy text.

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Shapes and Objects

Draw objects by using tools in the Drawing group.

Format, modify, move, rotate, and delete drawn objects by using tools on the Drawing Tools|Format tab.

Working with Visual Content

Add clip art images to a slide by using the Clip Art task pane, and modify the clip art images.

Add images to a slide and modify the images by using options on the Picture Tools|Format tab.

Add text to drawn objects and to text boxes.

Create visually appealing text objects by using WordArt.

Using Tables and Charts

Add a table to a presentation, enter text in the table, and format the table.

Create and modify a chart by using the Insert Chart dialog box and the Chart Tools tabs.

Create and modify SmartArt objects.

Templates, Themes, Transitions, and Timing

Add visual appeal to a slide show by using transitions and timings.

Make global changes in a presentation by using the Master Slide view.

Modify a presentation by using a template.

Preparing For and Giving Presentations

Prepare for a slide show by adding speaker notes.

Preview and run a presentation, and hide selected slides to customize a presentation for a specific audience.

Print an entire presentation, a range of slides, an individual slide, handouts, notes pages, and the outline.

Proof a presentation by using the Spell Check and AutoCorrect features, and use the Thesaurus.

Set up a slide show for a speaker and a kiosk.

Uploading Your Work

Using PowerPoint

Customizing PowerPoint

Course Introduction

Customize the Quick Access toolbar by adding, removing, and rearranging buttons.

Customize the Ribbon by adding tabs, groups, and commands.

Redesign a presentation by creating and applying a design theme.

Clip Art and Media Clips

Add impact to a presentation by adding and editing video and audio clips.

Modify a clip art image by cropping it and editing its background.

Animations and Photo Albums

Create a photo album presentation to display photographs.

Draw attention to specific elements on a slide by applying animation effects.

Customizing SmartArt Graphics and Tables

Create a custom table by drawing a table and formatting it.

Customize a chart by modifying its design, layout, and formatting.

Format a SmartArt graphic by making changes in its associate shapes.

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		<p>Action Buttons, Custom Slide Shows, and Equations</p> <ul style="list-style-type: none"> Add interactive elements to a slide by adding action buttons and modifying them. Create a simple mathematical formula by using the Equation tool and the symbols on the Equation Tools Design tab. Create customized slide shows by using the Custom Shows dialog box. <p>Using Comments and Finishing a Presentation</p> <ul style="list-style-type: none"> Finish a presentation by using the commands on the Info page. Review a presentation by using Comments. <p>Distributing and Broadcasting</p> <ul style="list-style-type: none"> Explore the Broadcast Slide Show feature. Share a presentation by using the commands on the Save & Send page. <p>Integrating Microsoft Office Files</p> <ul style="list-style-type: none"> Add content to a slide by embedding or linking content from a Word document or an Excel worksheet. Create a presentation by using a Word outline. Create hyperlinks to Word documents and Excel worksheets. <p>Uploading Your Work</p>
Access Basics		
		<p>Getting Started with Access</p> <ul style="list-style-type: none"> Course Introduction Organize data efficiently by using a database management system. Start Access, learn about its environment, open a database file with shared access, and learn about database objects. Use Help options to get information about Access. <p>Databases and Tables</p> <ul style="list-style-type: none"> Examine a table in Datasheet view and Design view. Plan and create a database. <p>Creating Tables</p> <ul style="list-style-type: none"> Create and modify tables, create a primary key, and create a composite key. <p>Fields and Records</p> <ul style="list-style-type: none"> Find and replace data in a table. Modify a table design by changing field names, inserting and deleting fields, moving fields, and using the Attachment data type. <p>Sorting, Filtering, and Deleting Records</p> <ul style="list-style-type: none"> Sort, filter, and delete records. <p>Data Entry Rules</p> <ul style="list-style-type: none"> Create input masks for fields, and use the Input Mask Wizard. Set properties for a field. Set validation rules for entering data in a field. <p>Creating and Using Queries</p> <ul style="list-style-type: none"> Modify queries and query results by adding fields, and find records with empty fields. Plan, create, save, and run queries, and use queries to sort data and filter query results.

Unit	Lesson	Lesson Objectives
		<p>Performing Operations in Queries</p> <ul style="list-style-type: none"> Perform operations in queries by using comparison operators. Use AND and OR conditions in queries. Use expressions and aggregate functions.
		<p>Uploading Your Work</p>
		<p>Using Access</p>
		<p>Using Forms</p> <ul style="list-style-type: none"> Create and modify forms in Design view. Create forms. Sort and filter records by using forms.
		<p>Working with Reports</p> <ul style="list-style-type: none"> Create reports by using the Report button, the Report Wizard, and Design view. Group and sort records in a report, summarize information in a report, change the report layout and style, and print a report.
		<p>Database Normalization</p> <ul style="list-style-type: none"> Identify object dependencies. Normalize tables. Use the Table Analyzer.
		<p>Table Relationships and Referential Integrity</p> <ul style="list-style-type: none"> Implement referential integrity between related tables. Set relationships between tables, and print a report listing the table relationships.
		<p>Related Tables</p> <ul style="list-style-type: none"> Modify properties for a lookup field. Use a subdatasheet to add data to related tables. Use the Lookup Wizard to create a lookup field and a multi-valued field.
		<p>Complex Queries</p> <ul style="list-style-type: none"> Create outer join, inner join, and self-join queries. Delete tables from a query. Find non-matching records and duplicate records.
		<p>More Complex Queries</p> <ul style="list-style-type: none"> Create calculated fields in a query, and use the Expression Builder. Use queries to view summarized and grouped data from tables.
		<p>Advanced Form Design</p> <ul style="list-style-type: none"> Add unbound controls to a form, change the tab order of controls, and group controls. Use controls to add calculated fields to a form. Use controls to add graphics to a form.
		<p>More Advanced Form Design</p> <ul style="list-style-type: none"> Add a combo box to a form. Create multiple items forms, split forms, datasheet forms, and subforms.
		<p>Uploading Your Work</p>

Unit	Lesson	Lesson Objectives
Tools and Features of Access		
Using Headers, Footers, and Calculated Values in Reports		
Add calculated values to a report by using functions.		
Customize report headers and footers, set properties for grouping data in the report, use conditional formatting, and change a report's appearance.		
Printing and Charts		
Create and modify a chart in a form.		
Create and modify a chart in a report.		
Create and print labels.		
Print database objects and a report of database design.		
PivotTables and PivotCharts		
Create a PivotChart.		
Create a PivotTable form.		
Create a PivotTable.		
Modify a PivotTable.		
SQL and Access		
Course Introduction		
Use SQL statements and examine them in Access.		
Write SQL statements to create queries and subqueries, and assign aliases to fields.		
Attaching SQL Queries to Controls and Creating Crosstab and Parameter Queries		
Create an SQL-specific query and attach it to a command button.		
Create crosstab queries to summarize grouped data.		
Create parameter queries to view results based on specified criteria.		
Using Action Queries		
Create action queries to add, delete, and modify data in tables and to make tables.		
Macros		
Attach macros to events of database objects.		
Create and run macros to automate tasks.		
Providing User Interaction with Macros		
Create data validation and data entry macros.		
User Input, AutoKeys, AutoExec, and Data Transfer		
Create AutoKeys and AutoExec macros.		
Create macros that run parameter queries.		
Create macros to import and export database objects.		
Importing and Exporting Objects		
Export objects from an active database to another Access database.		
Import objects from another Access database, from Excel, and from CSV files.		
XML Documents and Linking Access Objects		
Create and modify hyperlink fields.		
Export and import XML documents.		
Link objects from one database to another and update the links.		

Unit	Lesson	Lesson Objectives
		<p>Database Management</p> <ul style="list-style-type: none"> Protect a database with a password and encryption. Set Access options and database properties. Work with database utilities to optimize resources.
		<p>Uploading Your Work</p>
		<p>Outlook Basics</p>
		<p>Getting Started with Outlook</p> <ul style="list-style-type: none"> Get help by using the Outlook Help window. Identify the components of the Outlook environment, and use Outlook panes and folders. Use Outlook Today to keep track of a schedule and tasks for today, and customize the Outlook Today page.
		<p>E-mail</p> <ul style="list-style-type: none"> Create and send messages, and work with automation and formatting features. Reply to messages, forward messages, and delete and restore messages. Use the Inbox to preview and read messages.
		<p>Attachments and Message Options</p> <ul style="list-style-type: none"> Preview, open, forward, and save file attachments. Set message options such as sensitivity and importance, and set up delivery and read receipt options for messages.
		<p>Junk E-mail, Search Folders, and Printing Messages</p> <ul style="list-style-type: none"> Add users to the Blocked Senders and Safe Senders lists, mark messages as Not Junk, and manage junk e-mail options. Create and use Search folders to find and organize messages. Customize page setup options for printing, and print messages and attachments.
		<p>Contact Management</p> <ul style="list-style-type: none"> Create and modify a contact group. Describe how to connect to social services. Use the Contacts folder to add, modify, and organize business and personal contacts. Use the People Pane to view contact details.
		<p>Tasks</p> <ul style="list-style-type: none"> Use the Tasks folder and the To-Do bar to create, edit, and delete single and recurring tasks; insert a task into a message; and categorize and view your tasks. Use the Tasks folder to assign tasks, accept or decline a task request, send a status report, and track the completion of an assigned task.
		<p>Appointments</p> <ul style="list-style-type: none"> Modify, delete, and restore appointments. Use the Calendar to set up and view single and recurring appointments.
		<p>Events</p> <ul style="list-style-type: none"> Add one-time and recurring events. Change Calendar views, customize the Calendar, add holidays to the Calendar, and print Calendars.
		<p>Meeting Requests and Responses</p> <ul style="list-style-type: none"> Reserve resources, manage meeting responses, and update and cancel meetings. Use the Calendar to create and send meeting requests, and respond to meeting requests by accepting or declining them or by proposing a new meeting time.
		<p>Uploading Your Work</p>