

Computer Applications for Teachers

Course Outline

Project 1 - Word Processing

Review

- Starting Word
- Using Menus and Dialog Boxes
- Creating a Document
- File Management in Office 2003
- Navigating in a Document
- Closing a File
- Selecting Text
- Previewing a Document
- Printing a Document
- Getting Help
- Exiting Word

Project 2 - Pictures & Clip Art

- Inserting Pictures
- Borders
- Digital Pictures
- Drawing Toolbar
- Text Boxes
- Lines
- WordArt

Project 3 - Using On-Line

Resources

- Accessing NC Wise Owl
- InfoTrac Navigation
- Search Subject
- Switching Between Applications
- Creating A Report
- Formatting the Report
- Adding Page Numbers

- Adding Headers and Footers
- Printing an Article
- Exit NC Wise Owl

Project 4 - Creating Brochures

- Layout
- Preview
- Finishing Touches

Project 5 - Working with Formulas

- The Formula Bar
- Arithmetic Operators
- Creating Simple Formulas
- Functions
- Formula Palette
- Selecting Cells
- AutoCalculator

Project 6 - Charting Data

- Elements of a Chart
- Embedded Chart vs. Chart Sheet
- Creating an Embedded Chart
- Using Chart Wizard
- Moving the Chart
- Creating a Chart Sheet
- Selecting Chart Elements

Project 7 - Presentation Basics with PowerPoint 2003

PowerPoint Terms

Starting PowerPoint

Opening a Presentation

Changing Slide Views

Moving Between Slides

Enhancing a Presentation

Exiting PowerPoint