

1ST 9 WEEKS: Publisher

Intro to Publisher
Word art
Objects
Templates and forms
Business cards
Newsletters
Brochure
Invitations
Certificates

Microsoft Word

Chapter 4: Intro to word
Chapter 5: Formatting documents

2ND 9 WEEKS: Microsoft Word

Chapter 6: Word features
Chapter 7: Advanced features

Microsoft Excel

Chapter 8: Excel into
Chapter 9: Excel techniques

3RD 9 WEEKS: Microsoft Excel

Chapter 10: Worksheets & charts
Chapter 11: Advanced techniques
Chapter 12: Integrating data with word and excel

4TH 9 WEEKS: Power Point

Chapter 17: Intro to PPT
Action Buttons
Cool text
Custom backgrounds
Harvesting graphics, sound, and video
Hyperlinks
Special effects
Screensavers