



## **Introduction to Computers and Applications B: Full Course Summary**

### **Course Summary**

This is the second of two courses that comprise Introduction to Computers and Applications. This course is designed to introduce the student to the most commonly used computer applications in today's business world.

The units of this course focus on a single Microsoft Office application. The student will learn the basics of creating a document in Word, a spreadsheet in Excel, and a presentation in PowerPoint. Each unit includes assignments, exercises, video demonstrations, and projects that will help the student practice and sharpen his skills in these programs.

### **Unit 1: Internet Safety**

In this unit, you will learn about Internet safety. The goal of the lessons in this unit is to educate you on how to avoid dangerous, inappropriate, or unlawful online behavior. You will become aware of the dangers associated with the Internet by reading stories and scenarios, learning safety tips, and completing related activities.

#### **Lessons**

1. Identity Theft
2. Online Relationships
3. Social Networking
4. Online Shopping

### **Unit 2: Microsoft Word**

#### **Lessons**

1. Introduction to Word
2. Common Interface and Toolbars
3. Entering and Editing Text
4. Formatting Text
5. Formatting Paragraphs
6. Inserting Images
7. Using the Drawing Tools
8. Editing and Proofreading Tools
9. Page Layout
10. Printing a Document

### **Unit 3: Introduction to PowerPoint**

## **Lessons**

1. Introduction to PowerPoint
2. Creating a Presentation
3. Slide Views
4. Adding Animations to your Presentation
5. Viewing and Printing

## **Unit 4: Excel**

### **Lessons**

1. Introduction to Excel
2. Entering Different Types of Data
3. Formatting Cells
4. Sorting
5. Working with Formulas

## **Unit 5: Final Review and Exam**

In this unit, you will have the opportunity to prepare for and take the final exam. Since this is a comprehensive exam, it may be helpful to organize your notes in the order of the course outline before you begin to review. Using the test-taking strategies that you have previously learned can help you be successful with both objective and essay questions.

### **Lessons**

1. Final Review
2. Final Exam