

Parent Computing Class Set 2 Calendar

Week 1	Microsoft Introduction:	<ul style="list-style-type: none"> • Pre-course evaluation. • Everything you need to get started on Microsoft and how it all works.
Week 2	Word Processing/Research:	<ul style="list-style-type: none"> • Learn functions and tools of Word • Explore what Word can be used for. • Internet researching, useful websites and search engines.
Week 3	Word Processing Continued:	<ul style="list-style-type: none"> • Research skill from previous week used to gather research. • Learn how to collate research onto Microsoft Word. • Learn varies techniques to collected images from the internet.
Week 4	Introduction to Excel:	<ul style="list-style-type: none"> • Use and functions of Microsoft Excel. • Explore what you can do in a spreadsheet.
Week 5	Excel Continued:	<ul style="list-style-type: none"> • Research/data collected from week 1 and 2 inputted into a spreadsheet. • Learn how to create graphs.
Week 6	Report Writing:	<ul style="list-style-type: none"> • Create report using Microsoft Word. • Learn how to import your graphs into varies documents.