

COMPUTERS 7

The students will:

- Continue to improve their keyboarding skills on the QWERTY keyboard.
- Create letters and tables using Microsoft Word.
- Demonstrate how to use Microsoft Word and the document and text formatting features to create a story, movie review, or editorial.
- Create interesting Excel worksheets using a variety of formatting features.
- Create formulas to compile data in Excel worksheets.
- Create various types of graphs using Excel and its graphing features.
- Create PowerPoint presentations that include backgrounds, different slide layouts, clip art, transitions, custom animation, and graphs/tables.
- Create informational brochures using Microsoft Publisher.
- Work collaboratively in groups of 2-3 to create a presentation using either OneDrive PowerPoint or GoogleSlides.