

18-WEEK COURSE OUTLINE

**MRS. ELAYNE W. FITZGERALD
ROOM 11**

What Week	What Lessons	What You Will Do
Week 1 – Week 4	Lesson 1 – 35	New Keys , Punctuation, Skillbuilding, Numbers, Symbols, Keypad, Review
Week 5 – Week 9	Lessons 36 – 100	Orientation to Word Processing , Reports, Agendas, Minutes of Meetings, Personal Business Letters, Resumes, Tables, Reports, Memos, Advanced Formatting Applications
Week 10 – Week 13	Lessons 141-150	Orientation to Database , Create Database Tables, Sort, Query, Reports, Formulas and Simulation
Week 14 – Week 17	Lessons 121-140	Orientation to Spreadsheets , Entering Data, Formatting Values, Entering Formulas, Functions, i.e., SUM, AVERAGE, Inserting Rows and Columns, Fill Right, Fill Down, Creating Bar Charts and Pie Charts
Week 18	Lessons 101-120	Orientation to Desktop Publishing , Font, Colors Features, Borders, Fill, Graphics, Lines, Designing Certificates, Invitations, Newsletters

SUPPLIES: If you would like to donate paper to this classroom, it would be appreciated very much. It should be white and 8 ½ by 11 inches.

A folder must be kept with all your returned papers and there is also a \$5.00 lab fee for this course.