

Computer Applications

COURSE OUTLINE

First Quarter

- Keyboarding
- Microsoft Word (word processing)
Editing, formatting text, borders, shading, indents, tables, columns, graphics, word art
Documents: Business letter, Outline, Table of Contents, Works Cited, Flyer
Mail merge labels and letters
- History of Computing
Generations of computer development, key contributors and significant developments in hardware and software

Second Quarter

- Internet
Search skills, web site evaluation, Google calendar, Email skills, Internet safety, Office 365 (online),
Video Series: How the Internet Works & Artificial Intelligence
- Microsoft PowerPoint (presentation software)
Creating slides with text and graphics, animation, background changes, transitions, automated timing, and background music
- Garageband (sound editing)
Cut sound clips, merge two pieces of music, fade in/out

Third Quarter

- Microsoft Excel (spreadsheet)
Building a spreadsheet, writing formulas, If and Lookup commands, formatting text, borders and shading, creating charts
- Photo Editing (free online Photoscape software)

Fourth Quarter

- Marq (online publishing software)
Page layout, design tools, create fliers, newspapers, brochures and social media posts
Beginning Graphic Design video series: layout & composition, images, typography, color, branding and identity
- HTML Coding—Creating web pages
- Computer Hardware
input devices, output devices, storage, memory, microprocessor
Vide Series: How Computers Work