



Computer Literacy Syllabus

Class time: Mondays - 5:00 – 7:00 p.m.

Class location: 955 W. Main Street, Mt. Vernon, KY 40456

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COURSE NUMBER: Computer Literacy
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PREREQUISITES: NONE

COURSE DESCRIPTION: This is an introductory course in basic computer use. It covers computer hardware and software fundamentals (including the use of Windows), key productivity applications (including word processing, spreadsheets, and presentations systems), with Microsoft Office 2007. Students will develop basic computer skills to aid them with college studies and workforce readiness.

COURSE OBJECTIVES: To introduce the student to a variety of terms, definitions, and concepts that apply to the design and use of computers, and to give “hands on” experience with Microsoft Office 2007 applications: Word 2007, Excel 2007, and PowerPoint 2007 using Windows XP. Classroom instruction, class projects, and lab assignments will be combined for a comprehensive study. Students will be thoroughly tested on their ability to recall facts about computers and the use of application software.

CLASS MATERIALS:

1. Computer – provided in classroom
2. Notebook paper
3. Pencil/Pen
4. Storage device (disk or flash drive) (OPTIONAL)

EVALUATION PROCESS:

1. Pre-test
2. Post-test

CLASS METHOD: Students complete a pre-test and results are evaluated to see where instruction should begin.

ATTENDANCE: Attendance is very important. In order to be awarded a certificate of completion, students must be present four out of five sessions.

GRADING POLICY: Grading is pass/fail.

CLASS CANCELATIONS: Listen to WRVK 1460 or check local news stations (WLEX-18, WKYT-27, WTVQ-36 and WDKY-56) concerning closures due to weather.

LESSONS

Sequence 1 – Computer Fundamentals & Basic Microsoft Word 2007 for Windows

Week 1 - Computer Fundamentals

- Computer Literacy Pre-test
- Adult Computer Literacy Overview
- Computer Literacy Terminology Reference Sheet

Getting Familiar with Microsoft Word 2007 for Windows

Microsoft Word is a word processing software package. You can use it to type letters, reports, and other documents. It gives you the ability to use your home computer as well as your business computer for desktop publishing. This lesson teaches Microsoft Word 2007 basics. This lesson will introduce you to the Word window. You use this window to interact with Word.

- The Microsoft Office Button
- The Quick Access Toolbar
- The Title Bar
- The Ribbon
- The Ruler
- The Text Area
- The Vertical and Horizontal Scroll Bars
- The Status Bar
- Understanding Document Views
- Clicking
- Understanding Nonprinting Characters
- Create Sample Data and Select Text
- Place the Cursor
- Execute Commands with Keyboard Shortcuts
- Start a New Paragraph
- Exit Word

★ ***HOMEWORK – Study Computer Terminology Reference Sheet*** ★

Week 2 - Microsoft Word 2007 Basic Features

Week 1 familiarized you with the Microsoft Word window. You will now create a Word document. This lesson covers typing, using the Backspace key, using the Delete key, inserting text, bolding, underlining, and italicizing.

- Type, Backspace, and Delete
- Insert and Overtyping
- Bold, Italicize, and Underline
- Save a File and Close Word

The features in Word 2007 can make your work easier, make your documents more attractive, and/or enable you to work more efficiently. This Microsoft Word lesson teaches you how to open a file, cut, copy, paste, use AutoText, use spell check, use Find and Replace, and change fonts. All of these features either make your work easier or make your document more attractive.

- Open a File
- Cut and Paste
- Copy and Paste
- Use the Clipboard
- Create AutoText
- Use Spell Check
- Find and Replace
- Change the Font Size
- Change the Font
- Save Your File

★ **HOMEWORK** - Start compiling information on paper for use in the resume you will create for Week 5.
See Week 5 of this syllabus for required information. ★

Week 3 - Formatting Paragraphs and Working with Styles

When you type information into Microsoft Word, each time you press the Enter key Word creates a new paragraph. You can format paragraphs. For example, you can indent the first line of a paragraph, you can set the amount of space that separates paragraphs, and you can align a paragraph left, right, center, or flush with both margins. Styles are a set of formats you can quickly apply to a paragraph. For example, by applying a style, you can set the font, set the font size, and align a paragraph all at once. In this lesson, you will learn about the various formats you can apply to a paragraph and about styles.

- Open a Blank Document
- Add Sample Text
- Add Space Before or After Paragraphs
- Change Line Spacing
- Create a First-Line Indent
- Indent Paragraphs
- Align Paragraphs
- Create a Hanging Indent
- Choose a Style Set
- Apply a Style
- Change Style Sets

★ **HOMEWORK** - Start compiling information on paper for use in the resume you will create for Week 5.
See Week 5 of this syllabus for required information. ★

Week 4 - Adding Bullets and Numbers, Undoing and Redoing, Setting Page Layouts and Printing Documents

If you have lists of data, you may want to bullet or number them. When using Microsoft Word, bulleting and numbering are easy. The first part of this lesson teaches you to bullet and number. After you have completed your document, you may want to share it with others. One way to share your document is to print and distribute it. However, before you print you may want to add page numbers and tell Word such things as the page orientation, the paper size, and the margin setting you want to use. In this lesson you will learn how to layout and how to print your documents.

- Add Bullets and Numbers
- Undo and Redo
- Set the Orientation
- Set the Page Size
- Set the Margins
- Add Page Numbers
- Insert Page Breaks
- Preview and Print Documents

★ **HOMEWORK** - Start compiling information on paper for use in the resume you will create for Week 5.
See Week 5 of this syllabus for required information. ★

Week 5 – Using Microsoft Word to Create a Resume

Students will use their knowledge from weeks 1 – 4 to create a detailed resume.

Resume should include (but not limited to) the following:

- Contact Details - Your Name, Address, Phone Numbers and Email Address
- Career Objective/Career Statement
- Key Skill Summary
- Employment History or Relevant Experience
- Education - all education, training and qualifications – when and where.
- Additional Skills - such as Computer Skill, Languages etc.
- References - the names of 2-3 professional persons that can verify your work experience.

Each of these sections of the resume has a specific purpose and criteria, and must be professionally and persuasively written in a way that targets the needs of the industry or an employer and best promotes your competitive advantage.

Sequence 2 – Basic Microsoft Excel 2007 for Windows

Week 1 - Entering Text and Numbers

Microsoft Excel is an electronic spreadsheet. You can use it to organize your data into rows and columns. You can also use it to perform mathematical calculations quickly. This session teaches Microsoft Excel basics. This lesson will introduce you to the Excel window. You use the window to interact with Excel.

- The Microsoft Excel Window
- The Microsoft Office Button
- The Quick Access Toolbar
- The Title Bar
- The Ribbon
- Worksheets
- The Formula Bar
- The Status Bar
- Move Around a Worksheet
- Go To Cells Quickly
- Select Cells
- Enter Data
- Edit a Cell
- Wrap Text
- Delete a Cell Entry
- Save a File
- Close Excel

★ **HOMEWORK** - *If you have access to the Internet, work on the WIN Career Solutions website. Focus on completing modules for Applied Mathematics, Locating Information and Reading for Information* ★

Week 2 - Entering Excel Formulas and Formatting Data

Week 1 familiarized you with the Excel 2007 window, taught you how to move around the window, and how to enter data. A major strength of Excel is that you can perform mathematical calculations and format your data. In this lesson, you learn how to perform basic mathematical calculations and how to format text and numerical data.

- Set the Enter Key Direction
- Perform Mathematical Calculations
- AutoSum
- Perform Automatic Calculations
- Align Cell Entries
- Perform Advanced Mathematical Calculations
- Copy, Cut, Paste, and Cell Addressing
- Insert and Delete Columns and Rows
- Create Borders
- Merge and Center
- Add Background Color
- Change the Font, Font Size, and Font Color
- Move to a New Worksheet
- Bold, Italicize, and Underline
- Work with Long Text
- Change a Column's Width
- Format Numbers

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Week 3 - Creating Excel Functions, Filling Cells, and Printing

By using functions, you can quickly and easily make many useful calculations, such as finding an average, the highest number, the lowest number, and a count of the number of items in a list. Microsoft Excel has many functions you can use. You can also use Microsoft Excel to fill cells automatically with a series. For example, you can have Excel automatically fill your worksheet with days of the week, months of the year, years, or other types of series.

A header is text that appears at the top of every page of your printed worksheet. A footer is text that appears at the bottom of every page of your printed worksheet. You can use a header or footer to display among other things titles, page numbers, or logos. Once you have completed your Excel worksheet, you may want to print it. This lesson teaches you how to use functions, how to create a series, how to create headers and footers, and how to print.

- Using Reference Operators
- Understanding Functions
- Fill Cells Automatically
- Create Headers and Footers
- Set Print Options
- Print

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Week 4 - Creating Charts

In Microsoft Excel, you can represent numbers in a chart. On the Insert tab, you can choose from a variety of chart types, including column, line, pie, bar, area, and scatter. The basic procedure for creating a chart is the same no matter what type of chart you choose. As you change your data, your chart will automatically update. This lesson teaches you how to create a chart in Excel.

- Create a Chart
- Apply A Chart Layout
- Add Labels
- Switch Data
- Change the Style of a Chart
- Change the Size and Position of a Chart
- Move A Chart to a Chart Sheet
- Change the Chart Type

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Week 5- Basic Spreadsheet Concepts Exercise 1

Students will use knowledge from Weeks 1-4 to create a specified spreadsheet using functions available in Microsoft Excel.

Sequence 3 – Basic Microsoft PowerPoint 2007 for Windows

Week 1 - The PowerPoint Window

PowerPoint is a presentation software package. With PowerPoint, you can easily create slide shows. Trainers and other presenters use slide shows to illustrate their presentations. This lesson teaches PowerPoint basics. This lesson introduces you to the PowerPoint window. You use the window to interact with PowerPoint.

- The Microsoft Office Button
- The Quick Access Toolbar
- The Title Bar
- The Ribbon
- Rulers

- Slides, Placeholders, and Notes
- Status Bar, Tabs, View Buttons, and More

★ ***HOMEWORK – Start researching a career of interest for Week 4 presentation project.*** ★

Week 2 - Creating Your First PowerPoint Presentation

You create your PowerPoint presentation on slides. You use layouts to organize the content on each slide. PowerPoint has several slide layouts from which to choose. Themes are sets of colors, fonts, and special effects. Backgrounds add a colored background to your slides. You can add themes and backgrounds to your slides. After you complete your slides, you can run your presentation. In this lesson you learn how to create slides, make changes to slides, apply a theme and run a slide show.

- Create a Title Slide
- Create New Slides
- Make Changes to Your Slides
- Apply a Theme
- Run Your PowerPoint Slide Show

★ ***HOMEWORK – Continue researching a career of interest for Week 4 presentation project.*** ★

Week 3 - Animations, Transitions, Spell Check, Outline Tab, Slides Tabs, Sorter View, and Printing

Animations control how objects move onto, off of, and around your slides. Transitions control how your presentation moves from one slide to the next. In this lesson you learn how to create animations and transitions. You also learn how to spell-check your document, how to use the Outline and Slides tabs, how to use Sorter view, and how to print.

- Add Animations
- Add Transitions
- Spell Check
- Use the Outline and Slides Tabs
- Use Slide Sorter View
- Print

★ ***HOMEWORK – Continue researching a career of interest for Week 4 presentation project. If Microsoft PowerPoint is available to you, you may get an early start on your presentation and bring it in to class on Week 4.*** ★

Week 4 – Using PowerPoint to Create a Presentation about a Career of Interest

Include the following:

- Title slide with career title, student name and date
- Job Duties
- Training and education required
- Earnings/wages
- Working Conditions
- Job outlook
- Include graphics, animations and transitions

★ ***HOMEWORK – Practice presenting your career presentation.*** ★

Week 5 – Review of PowerPoint and Presentation of Career PowerPoint

- Review of PowerPoint with in class discussion
- Presentation should last approximately five minutes
- Use laptop and projector to present to the class