

Computer I

2011-2012 Webworks

Full Year Course

8th(mature) – 12th grade

1 Computer Science Credit for high school students

Course Tutor:

Jody Solbach

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Course Description:

In this course you will learn to use four of the most popular and practical business and personal use software applications available. This course will include the basics of Microsoft Word, Outlook, Excel, and PowerPoint. In Word, you will learn the fundamental concepts and techniques of word processing, including the ability to create, edit, print, and manage your documents. The focus will be on working with text, learning how to navigate within a document, character and paragraph formatting, setting tabs, running spell check and managing files.

In addition to email, Outlook offers a calendar and task list, as well as contact/address book features and a notepad feature. This section will take you through Outlook's email features and message management. You will look at calendar usage and learn how to optimize your time using Outlook's task, notes and contact management capabilities.

In Excel, you will learn about the basics of spreadsheets--what they're used for and how they work. You will create worksheets and learn to manage spreadsheet files. Hands-on time will be spent on formatting worksheets, page setup and printing. In addition, we will be working with formulas and functions as well as learning to create graphs to depict your worksheet information graphically.

The PowerPoint section will cover how to create and modify slides, and printouts. Adding pictures and other graphics as well as animation and transitions to your presentation will be a snap. Your PowerPoint presentations will be fun to create and to watch. You'll also be able to create your own speaker notes.

Course Prerequisites:

Students should practice during the summer on a program such as Mavis Beacon to ensure good keyboarding skills.

Required Texts:

None

Required Supplies:

3-ring binder

notebook

It is expected that each student have use of a computer with an operating systems of Windows 95 or higher; as well as Microsoft Office 2007 or 2010, including Microsoft Outlook. This software should be installed and ready to be used before class begins. You will also need to have the ability to print. Please be advised that the Microsoft Home and Student software package does NOT include Outlook, however Microsoft Home and Business software package DOES include Outlook.

Tutor Bio:

My name is Jody Solbach and I have been teaching computer software classes for 24 years. I have taught in the business world and for the past 13 years I have been teaching at the local community college. I am very excited to have this opportunity to teach online! My teaching philosophy is to make sure that the students not only understand how to perform the tasks, but that they also understand why we do what we do. I strongly encourage questions and always enjoy seeing my students gain understanding of the software as we progress.