Intro to Software Applications

Introduction

Windows XP, Computer Concepts, and The Internet and World Wide Web:

Reading Assignment: Getting Started with Microsoft Windows XP: Pages 1 – 64
   Hand-on Exercises 1 (page 12 - step 3 on except for step 6) and 2 (page 21)
Practice with Windows XP (pages 67 – 69)
   Exercise 1 and 3


Reading Assignment: The Internet and the WWW: Welcome to Cyberspace: Pages 825 - 876
Exploring the Internet (pages 880 – 881)
   Exercise 2 and 3

Microsoft Word 2003 Labs

Chapter 1: Microsoft Word: What Will Word Processing Do for Me?

Reading Assignment: Chapter 1, Pages 73 - 109
   Hand-on Exercises 1 (page 83 – step 2 on) and 3 (page 102)
Practice with Word (pages 113 – 114)
   Exercise 2 and 3

Chapter 2: Gaining Proficiency: Editing and Formatting

Reading Assignment: Chapter 2, Pages 121 - 164
   Hand-on Exercises 1 (page 128 except for step 8) and 3 (page 157)
Practice with Word (pages 167 – 169)
   Exercise 1 and 3

Chapter 3: Enhancing a Document: The Web and Other Resources

Reading Assignment: Chapter 3, Pages 175 - 213
   Hand-on Exercises 1 (page 181) and 2 (page 190 (except for steps 8 and 9)
Practice with Word (pages 217 – 220)
   Exercise 2 and 5 (1st two forms only)

Chapter 4: Advanced Features: Outlines and Tables

Reading Assignment: Chapter 4, Pages 225 - 254
   Hand-on Exercises 1 (page 228) and 2 (page 236)
Practice with Word (pages 272 – 274)
   Exercise 1 and 3
Intro to Software Applications
Microsoft Excel 2003 Labs

Chapter 1: Introduction to Microsoft Excel: What Is a Spreadsheet?

Reading Assignment: Chapter 1, Pages 281 – 333
Hands-on Exercises 1 (page 293 – steps 3 – 7 – printout) and 2 (page 302)
Practice with Excel (pages 336 – 341)
Exercise 1 and 6

Chapter 2: Gaining Proficiency: The Web and Business Applications

Reading Assignment: Chapter 2, Pages 345 – 375
Hands-on Exercises 1 (page 349 – printout) and 3 (page 369 – printout)
Practice with Excel (pages 378 – 385)
Exercise 1 and 8

Chapter 3: Graphs and Charts: Delivering a Message

Reading Assignment: Chapter 3, Pages 389 - 427
Hands-on Exercises 1 (page 401 – printout) and 2 (page 413 – printout)
Practice with Excel (pages 430 – 433)
Exercise 1 and 4

Chapter 4: Spreadsheets in Decision Making: What If?

Reading Assignment: Chapter 4, Pages 439 - 483
Hands-on Exercises 1 (page 445 – printout) and 3 (page 473 – steps 1 – 7 – printout)
Practice with Excel (pages 486 - 489)
Exercise 1 and 4
Intro to Software Applications
Microsoft Access 2003 Labs

Chapter 1: Introduction to Microsoft Access: What Is a Database?

Reading Assignment: Chapter 1, Pages 497 - 532
Practice with Access 2002 (pages 535 – 540)
   Exercise 1
   Exercise 3
   Exercise 6

Chapter 2: Tables and Forms: Design, Properties, Views, and Wizards

Reading Assignment: Chapter 2, Pages 545 - 584
Practice with Access 2002 (pages 587 – 588)
   Exercise 1
   Exercise 2

Microsoft PowerPoint 2003

Chapter 1: Introduction to Microsoft PowerPoint: Presentations Made Easy

Reading Assignment: Chapter 1, Pages 705 - 756
Practice with PowerPoint (page 759 - 765)
   Exercise 1
   Exercise 7

Chapter 2: Gaining Proficiency: Slide Show Tools and Digital Photography

Reading Assignment: Chapter 2, Pages 769 - 812
Practice with PowerPoint (pages 815 – 817)
   Exercise 1
   Exercise 3