


Garden Grove Adult Education

School Year of 2009-2010

VESL/Business/Computer Applications

Essentials of MS Office 2007	MS Excel 2007: Comprehensive	MS Word 2007: Comprehensive
<u>Lesson 1</u> - Introducing Basic Computer Concepts	<u>Lesson 1</u> - Exploring Excel 2007	<u>Lesson 1</u> - Working with Word Basics
<u>Lesson 2</u> - Working with Windows Programs	<u>Lesson 2</u> - Editing, Viewing, and Printing Worksheets	<u>Lesson 2</u> - Creating and Editing Business Letters
<u>Lesson 3</u> - Managing Computer Files	<u>Lesson 3</u> - Working with Formulas and Functions	<u>Lesson 3</u> - Creating a Memorandum and a Press Release
<u>Lesson 4</u> - Introducing Outlook and the Internet	<u>Lesson 4</u> - Formatting the Contents of Cells	<u>Lesson 4</u> - Creating a Simple Report
<u>Lesson 5</u> - Working with the New Ribbon Interface	<u>Lesson 5</u> - Changing the Appearance of Worksheets	<u>Lesson 5</u> - Using Mail Merge
<u>Lesson 6</u> - Working with Word Basics	<u>Lesson 6</u> - Discovering the Magic of Excel Charting	<u>Lesson 6</u> - Working with Tables
<u>Lesson 7</u> - Creating and Editing Business Letters	<u>Lesson 7</u> - Working with Large Worksheets	<u>Lesson 7</u> - Creating a Newsletter
<u>Lesson 8</u> - Creating a Memorandum and a Press Release	<u>Lesson 8</u> - Adding Graphics to Worksheets	<u>Lesson 8</u> - Creating an Employee Policy Manual
<u>Lesson 9</u> - Creating a Simple Report	<u>Lesson 9</u> - Using Templates and Protecting Workbooks	<u>Lesson 9</u> - Creating a Promotional Brochure
<u>Lesson 10</u> - Using Mail Merge	<u>Lesson 10</u> - Managing Multiple-sheet Workbooks	<u>Lesson 10</u> - Creating a Research Paper
<u>Lesson 11</u> - Working with Tables	<u>Lesson 11</u> - Creating Tables and Outline	<u>Lesson 11</u> - Organizing Long Documents
<u>Lesson 12</u> - Exploring Excel 2007	<u>Lesson 12</u> - Create Pivottables and Macros	<u>Lesson 12</u> - Collaborating in Word
<u>Lesson 13</u> - Editing, Viewing, and Printing Worksheets	<u>Lesson 13</u> - Using Financial Functions and Data Analysis	<u>Lesson 13</u> - Using Macros and Forms
<u>Lesson 14</u> - Working with Formulas and Functions	<u>Lesson 14</u> - Auditing and Additional Functions	<u>Lesson 14</u> - Sharing and Securing Content
<u>Lesson 15</u> - Formatting the Contents of Cells	<u>Lesson 15</u> - Using Advanced Formatting and Analysis Tools	<u>Lesson 15</u> - Integrating with Other Programs
<u>Lesson 16</u> - Changing the Appearance of Worksheets	<u>Lesson 16</u> - Collaborating in Excel	<u>Appendix A</u> : Storing Your Exercise Files
<u>Lesson 17</u> - Discovering the Magic of Excel Charting	<u>Lesson 17</u> - Integrating Excel with Other Programs	
<u>Lesson 18</u> - Creating and Delivering a Presentation	<u>Appendix A</u> : Storing Your Exercise Files	
<u>Lesson 19</u> - Designing the Presentation		
<u>Lesson 20</u> - Adding Clip Art, Animation, and Sound		
<u>Lesson 21</u> - Exploring Access 2007		
<u>Lesson 22</u> - Using an Access Database		
<u>Lesson 23</u> - Building a Database		
<u>Lesson 24</u> - Integration Project: Multitasking with Office 2007		
<u>Appendix A</u> : Storing Your Exercise Files		

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MS PowerPoint 2007: Comprehensive	MS Access 2007: Comprehensive
<u>Lesson 1</u> - Creating and Delivering a Presentation	<u>Lesson 1</u> - Exploring Access 2007
<u>Lesson 2</u> - Designing the Presentation	<u>Lesson 2</u> - Using an Access Database
<u>Lesson 3</u> - Adding Clip Art, Animation, and Sound	<u>Lesson 3</u> - Building a Database
<u>Lesson 4</u> - Inserting Charts	<u>Lesson 4</u> - Managing a Database
<u>Lesson 5</u> - Preparing a Presentation	<u>Lesson 5</u> - Maintaining and Documenting a Database
<u>Lesson 6</u> - Adding Multimedia to Presentations	<u>Lesson 6</u> - Designing a Relational Database
<u>Lesson 7</u> - Using Tables in Presentations	<u>Lesson 7</u> - Querying a Database
<u>Lesson 8</u> - Customizing Themes and Slide Masters	<u>Lesson 8</u> - Customizing Input Forms
<u>Lesson 9</u> - Creating Online Presentations	<u>Lesson 9</u> - Creating Custom Reports
<u>Lesson 10</u> - Working with Online Collaboration	<u>Lesson 10</u> - Working with Advanced Queries
<u>Lesson 11</u> - Transporting with Other Office Programs	<u>Lesson 11</u> - Setting up Complex Forms
<u>Lesson 12</u> - Integrating with Other Office Programs	<u>Lesson 12</u> - Creating Complex Reports
<u>Appendix A</u> - Storing Your Exercise Files	<u>Lesson 13</u> - Customizing the Database Interface and Setting Security
	<u>Lesson 14</u> - Integrating Access with Other Programs
	<u>Appendix A</u> - Storing Your Exercise Files
	