



VESL / Business / Computer Applications

Lecture Schedule: Mondays–Thursdays, 8:30 a.m. & 10:30 a.m.

<u>Week/Date</u>	<u>Learning Topics</u>
<p>Week 1 6/22 – 6/25/09</p>	<p><u>Microsoft Office Word 2007 Projects:</u></p> <ol style="list-style-type: none"> 1. Mail Merge Presentation - PowerPoint slide show 2. Mail Merge handouts (Protected for teacher’s use only) 3. Data Sources – Address Data (file to download) 4. Mail Merge – Fundraiser Main (file to download) 5. Mail Merge – Labels Main (file to download) 6. Data Source: List created with MS Excel
<p>Week 2 6/29 – 7/2/09</p>	<p>*****</p> <ol style="list-style-type: none"> 7. Page Setup – paper sizes, margins, orientation 8. Page Borders 9. ClipArts & WordArts 10. Pictures and more....
<p>Week 3 7/6 – 7/9/09</p>	<p><u>Files to download:</u></p> <p>Flyer 1 - Flyer 2 - Flyer 3 - Flyer 4 - Flyer 5</p>
<p>Week 4 7/13 – 7/16/09</p>	<p><u>Microsoft Office PowerPoint 2007 Projects</u></p> <ol style="list-style-type: none"> 1. Create folders and download pictures 2. Understanding basic elements of a PowerPoint presentation 3. Create and run a simple slide show 4. Create different new photo albums 5. Customize slide show with automatically advancing & transitioning features 6. Insert audio clips (embedded and linked) 7. Recycle music from “someone’s slide show” 8. Enhance slide show
<p>Week 5 7/20 – 7/23/09</p>	<p><u>Files to download:</u></p> <p>Handout 1 - Handout 2 - Handout 3 - Handout 4 - Handout 5</p>