

# Microsoft Essentials I (Computer POWER) 2019-2020

## Syllabus

Microsoft Word 2016 Aligned with Microsoft Office Specialist (MOS) exam 77-725

Microsoft PowerPoint 2016 Aligned with Microsoft Office Specialist (MOS) exam 77-729

### **Course Equipment and Supplies Needed**

This curriculum utilizes Microsoft Imagine Academy course online and other resources that are appropriate to and available within the computer lab.

Students use a HP desktop computer with accompanying monitor with keyboard and mouse.

**Students will need a folder and a writing utensil for daily work.**

### **MS Word Content Description**

MS Word content is divided into 9 lessons that should cover approximately the first quarter of the school year.

**Lesson 1: Understanding Word**

**Lesson 2: Basic Editing**

**Lesson 3: Character Formatting**

**Lesson 4: Paragraph Formatting**

**Lesson 5: Managing Text Flow**

**Lesson 6: Creating Tables**

**Lesson 7: Working with Themes, Style Sets, Backgrounds, Quick Parts, and Text Boxes**

**Lesson 8: Using Illustrations and Graphics**

**Lesson 9: Formatting a Research Paper**

Lessons are designed to prepare students for the [MOS Certification exam 77-725: Microsoft Word 2016](#). Learn more about Microsoft Office certifications at the [Microsoft Office certifications](#) website.

### **MS PowerPoint Content Description**

MS PowerPoint content is divided into 11 lessons that should cover approximately the second quarter of the school year.

**Lesson 1: PowerPoint Essentials**

**Lesson 2: Presentation Basics**

**Lesson 3: Working with Text**

**Lesson 4: Designing a Presentation**

**Lesson 5: Adding Tables to Slides**

**Lesson 6: Using Charts in a Presentation**

**Lesson 7: Creating SmartArt Graphics**

**Lesson 8: Adding Graphics to a Presentation**

**Lesson 9: Using Animation and Multimedia**

**Lesson 10: Securing and Sharing a Presentation**

**Lesson 11: Delivery a Presentation**

Lessons are designed to prepare students for the [MOS Certification exam 77-729: Microsoft PowerPoint 2016](#). Learn more about Microsoft Office certifications at the [Microsoft Office certifications](#) website.

### **Grading and Expectations**

Daily work makes up 80% of the quarter grade

Assessments make up 20% of the quarter grade.

The regular High School Grading scale is used to report grades.

It is expected that students work each class period to learn and improve skills related to MS Word 2016. Use of specific tasks, creative projects, class discussion, trial and error are a few of the methods used to enrich learning.

### **Location**

Microsoft Essentials is taught in Room #611, located near the library at the south end of the building. The phone number for the room is 7254.

Ms. Baber and Ms. Carroll are the teachers of this course, contact information is below.

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