

Quick Reference Site Links for Microsoft Office:

Date	Target Group	Lesson Topic	Instructor/ Assistant	Lesson Content
January 2009	BROAD STREET MINISTRY	(See Attached Sheets for Topic Breakdown)		<p>Textbook: Microsoft Official Academic Course Microsoft Office Word 2003 Core Skills</p> <p>ISBN: 0-7356-2096-2</p> <p>(1 copy will be available at all times in the teaching room at FBC (Walton Rm 104 under lock and key...Feel free to use it for your lessons and return it asap, so others can use it.)</p>
13 (Tues)	CLASS	1. Intro to Computers- Inside/Outside /Peripherals /Network	Paul Joseph/ Jim West	<p><a href="#">Basic Computer Knowledge</a> <a href="#">Part A. 1, 2, 3</a></p> <p><a href="#">(Handouts) by Jim and Paul</a></p> <p><a href="#">TheMouse</a></p> <p><a href="#">ComputerBasics</a></p> <p><a href="#">KeyboardAndMouse</a></p>
20	CLASS	2. Operating System & software	Paul Joseph/ Jim West	<p><a href="#">Basic Computer Knowledge</a> <a href="#">Part I B. 1, 2</a></p> <p><a href="#">(Handouts)</a></p> <p><a href="#">Beginning to Use My Computer</a></p> <p><a href="#">MyComputer</a></p>

27	CLASS	3. Operating your computer software & storing files	Paul Joseph/ Jim West	<a href="#">Basic Computer KnowledgePart II. Operating a Computer &amp; SW</a>  <a href="#">Parts 1, 2</a>  <a href="#">(Handouts)</a> <a href="#">See also page 4 of Handout</a>  <a href="#">LookingAtWindows</a>  <a href="#">TheDesktop</a>  <a href="#">Saving Your Work</a>
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<b>February 2009</b>	BROAD STREET MINISTRY			
3 (Tuesday)	CLASS	4. Review of Lessons 1-3 (above)	Jim West/Lea Cockerham	<p><b>Textbook: Microsoft Official Academic Course Microsoft Office Word 2003 Core Skills</b></p> <p><a href="#">Menus in Word &amp; Toolbars</a> Editing a Document Pages 27-50</p> <p>Spell Check and Thesaurus Pages 182-195; 203-216</p> <p>Suggestion: <a href="http://office.microsoft.com/en-us/word/HA011189521033.aspx?pid=CH010499101033">http://office.microsoft.com/en-us/word/HA011189521033.aspx?pid=CH010499101033</a></p>
10, 17	CLASS	5. First practical hands-on exercise (Create a letter & envelope) Practical Lessons (Create a brochure)	Jim West/Lea Cockerham	<p><b>Textbook: Microsoft Official Academic Course Microsoft Office Word 2003 Core Skills</b></p> <p><a href="#">Use menus &amp; toolbars to create a letter</a> Use a template; use a wizard Pages 51-68</p> <p>Suggestion: <a href="http://office.microsoft.com/en-us/word/HA011189521033.aspx?pid=CH010499101033">http://office.microsoft.com/en-us/word/HA011189521033.aspx?pid=CH010499101033</a></p>
24	CLASS	6. Practical Lessons in WORD Use Mail Merge to make labels or to create addresses in letters	Jim West/Lea Cockerham	<p><b>Textbook: Microsoft Official Academic Course Microsoft Office Word 2003 Core Skills</b></p> <p>Pages 171-180</p> <p>Suggestion: <a href="http://office.microsoft.com/en-us/word/HA011189521033.aspx?pid=CH010499101033">http://office.microsoft.com/en-us/word/HA011189521033.aspx?pid=CH010499101033</a></p> <p><a href="#">Assignment: Ask students to write down biographical info. skills &amp; employment &amp; school dates for upcoming resume....must be in written form...Bring to next class</a></p>



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<b>March 2009</b>	<b>BROAD STREET MINISTRY</b>			
3 (Tuesday)	CLASS	7. Review of earlier classes & Part 1 of Create a Resume in Word	Lea Cockerham/Jon Fox	<p><b>Textbook: Microsoft Official Academic Course Microsoft Office Word 2003 Core Skills</b></p> <p>Pages 1-68 Review concepts learned</p> <p>Pages 51-68 (Use each applicant's individual information for resume)</p> <p><a href="#">Resume Preparation</a></p> <p>Use Office templates online to select a resume template for completion</p> <p><a href="http://office.microsoft.com/en-us/templates/default.aspx">http://office.microsoft.com/en-us/templates/default.aspx</a></p>
10, 17	CLASS	8. Review of earlier classes & Part 2 of Create a Resume in Word- Completion of exercise	Lea Cockerham/Jon Fox	<p><b>Textbook: Microsoft Official Academic Course Microsoft Office Word 2003 Core Skills</b></p> <p>Pages 51-68 (Use each applicant's individual information for resume)</p> <p>Use Office templates online to select a resume template for completion</p> <p><a href="http://office.microsoft.com/en-us/templates/default.aspx">http://office.microsoft.com/en-us/templates/default.aspx</a></p>

<p>March (Tuesday) 24, 31</p>	<p>CLASS</p>	<p>9. Making &amp; working with tables</p>	<p>Lea Cockerham/Jim West</p>	<p><b>Textbook: Microsoft Official Academic Course Microsoft Office Word 2003 Core Skills</b></p> <p>Pages 95-99 Apply a table to a paragraph</p> <p>Select a table from Microsoft:</p> <p>And change all of the formatting elements in the table</p> <p>Pages: 300-321</p> <p><a href="#">Steps for Brochures</a></p> <p><a href="#">Brochure Creation Information</a></p> <p><a href="#">Practice in formatting using a brochure template</a> Presentation in Powerpoint Format</p> <p>Also see: <a href="http://office.microsoft.com/en-us/templates/TC102897821033.aspx?pid=CT102036981033">http://office.microsoft.com/en-us/templates/TC102897821033.aspx?pid=CT102036981033</a> (Excellent presentation but must be downloaded first on a 2007 Computer, saved and converted to 2003 format to play on you computer)</p> <p>Or you can plug up your own laptop.</p>
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April 2009				
(Tuesday) 14	BROAD STREET MINISTRY	10. Intro to Excel...What are Spreadsheets & Examining Menu bars and setting up controls for your spreadsheet.	Jim West/Lea Cockerham	<p><b>Textbook: Microsoft Official Academic Course Microsoft Office Word 2003 Core Skills</b></p> <p><a href="http://office.microsoft.com/en-us/templates/results.aspx?qu=excel+2003+templates&amp;av=TPL000">http://office.microsoft.com/en-us/templates/results.aspx?qu=excel+2003+templates&amp;av=TPL000</a></p>
21	CLASS	11. Making Your First Spreadsheet from a Template	Jim West/Lea Cockerham	<p><b>Textbook: Microsoft Official Academic Course Microsoft Office Word 2003 Core Skills</b></p> <p><b>Create your first workbook:</b>  <a href="http://office.microsoft.com/en-us/templates/TC100932171033.aspx?pid=CT102036971033">http://office.microsoft.com/en-us/templates/TC100932171033.aspx?pid=CT102036971033</a></p>
28	CLASS	12. Making your first budget Spreadsheet from scratch.	Jim West/Lea Cockerham	<p><b>Textbook: Microsoft Official Academic Course Microsoft Office Word 2003 Core Skills</b></p> <p><a href="http://office.microsoft.com/en-us/templates/results.aspx?qu=budget&amp;av=TPL000">http://office.microsoft.com/en-us/templates/results.aspx?qu=budget&amp;av=TPL000</a></p>

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May 2009	BROAD STREET MINISTRY			
(Tuesday) 5	CLASS EMail	Introduction to various Email programs & How to set them up	Ellen Underwood	<a href="#">Powerpoint Lesson on Diskette, entitled, "Simply Email"</a>
12	CLASS Email (Outlook)	Examining Outlook's Email & Setting up preferences- moving data between email programs. Using filters; attachments	Jim West/Lea Cockerham	<a href="#">E-Mail (Microsoft Outlook 2003)</a>  <b>Textbook: Textbook: Microsoft Official Academic Course Microsoft Office Word 2003 Core Skills Pages 336-341 Pages 233-235</b>
19	CLASS Email (Outlook)	Practical exercise sending, receiving, setting up group accounts	Jim West/Lea Cockerham	<a href="#">E-Mail (Microsoft Outlook 2003)</a>  <b>Textbook: Textbook: Microsoft Official Academic Course Microsoft Office Word 2003 Core Skills</b>  <a href="http://office.microsoft.com/en-us/templates/results.aspx?qu=how+to+use+outlook+2003+for+email&amp;av=TPL000">Using Outlook as your Email Client: http://office.microsoft.com/en- us/templates/results.aspx?qu=how+to+use+outlook+2003+f or+email&amp;av=TPL000</a>

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May 2009	BROAD STREET MINISTRY			
26		Learning Excel's Lingo; Create a workbook by using tools;	Lea Cockerham/Jon Fox	<b>Textbook: Microsoft Office Excel 2003 for Windows (Visual QuickStart Guide) (Paperback) by Maria Langer</b>  <a href="http://office.microsoft.com/en-us/templates/TC100144031033.aspx?pid=CT102036971033">http://office.microsoft.com/en-us/templates/TC100144031033.aspx?pid=CT102036971033</a>
June 2		Continue basic worksheet, format, page options, setup, preview, print	Jon Fox/Lea Cockerham	<b>Textbook: Microsoft Office Excel 2003 for Windows (Visual QuickStart Guide) (Paperback) by Maria Langer</b>  <a href="http://office.microsoft.com/en-us/templates/TC100932171033.aspx?pid=CT102036971033">http://office.microsoft.com/en-us/templates/TC100932171033.aspx?pid=CT102036971033</a>
16		Worksheets and Enter Formulas ; consolidate results; add a chart to worksheet	Jon Fox/Lea Cockerham	<b>Textbook: Microsoft Office Excel 2003 for Windows (Visual QuickStart Guide) (Paperback) by Maria Langer</b>  <a href="http://office.microsoft.com/en-us/templates/TC101326811033.aspx?pid=CT102036971033">http://office.microsoft.com/en-us/templates/TC101326811033.aspx?pid=CT102036971033</a>
23		Continue working with formulas and functions; Use function wizard; excel calculator; create a macro for formatting sheets;	Jon Fox/Lea Cockerham	<b>Textbook: Microsoft Office Excel 2003 for Windows (Visual QuickStart Guide) (Paperback) by Maria Langer</b>  <a href="http://office.microsoft.com/en-us/templates/TC101326811033.aspx?pid=CT102036971033">http://office.microsoft.com/en-us/templates/TC101326811033.aspx?pid=CT102036971033</a>
30		Begin Working with Lists;  Practical Exercises with Excel	Jon Fox/Lea Cockerham	<b>Textbook: Microsoft Office Excel 2003 for Windows (Visual QuickStart Guide) (Paperback) by Maria Langer</b>  <a href="http://office.microsoft.com/en-us/templates/TC100144041033.aspx?pid=CT102036971033">http://office.microsoft.com/en-us/templates/TC100144041033.aspx?pid=CT102036971033</a>