

April 11, 2006	September	October	November	December	January	February	March	April	May	June
<p>Technology</p> <p>Computer Applications II</p> <p>Computer Applications</p> <p>Keyboarding</p>	<p>Word</p> <ul style="list-style-type: none"> Table creation and formatting Page set up Font formatting Graphics insertion and manipulation Attach and send files via e-mail <p><u>1st Three Weeks</u></p> <p>Photoshop</p> <ul style="list-style-type: none"> Image Creation and Editing <p><u>1st Three Weeks</u></p> <ul style="list-style-type: none"> Ergonomics Touch typing <p>A, S, D, F, J, K, L, I</p>	<p>PowerPoint</p> <ul style="list-style-type: none"> Slide creation/insertion Graphics insertion and manipulation Notes Hyperlinks Animation Bibliography <p><u>2nd Three Weeks</u></p> <p>Powerpoint</p> <ul style="list-style-type: none"> Linear & non-linear presentation Importing graphing Creating hyperlinks Creating text <p><u>2nd Three Weeks</u></p> <p>Professional letters</p> <p>G, H, E, T, Y, W, ., I</p>	<p>Excel</p> <ul style="list-style-type: none"> Data entry Format columns and rows Enter and edit formulas Chart creation and manipulation Trend projection <p><u>3rd Three Weeks</u></p> <p>Excel</p> <ul style="list-style-type: none"> Functions Formula Spreadsheet formatting Creating charts <p><u>3rd Three Weeks</u></p> <p>Z, X, Q, P, O, C, B</p>	<p>Front Page</p> <ul style="list-style-type: none"> Create and link web pages Format backgrounds and insert tables, imagery and text Add internal and external hyperlinks to 	<p>Final Projects</p> <ul style="list-style-type: none"> Create informative brochure Create website Create informative Power Point Document and chart performance Present to class 					