

SYLLABUS
Microsoft Office 2016 Edition
Grade 8
Mr. P.C. Williams
LHMS

Course Description: The purpose of this course is to expose students to Microsoft Office software. Within Office, students will learn three applications: a review of Microsoft Word, Microsoft Excel and Microsoft PowerPoint. In Excel, students will be exposed to proper methods to create a small business spreadsheet. While using PowerPoint, students will be exposed to methodologies used to create appropriate presentations. We will also cover the working parts of a computer (PC) as well as utilizing Google applications.

Required Materials:

1. None- LHSD will provide the computers and software for the course
2. Students may want to bring a flash drive in if they desire to save their respective work to take home
3. Students can also archive (save) all work via Google Drive

Objectives:

1. Demonstrate knowledge of the Excel ribbon
 - a. Know how to apply ribbon tools
 - b. Know how to use and produce formulas when needed
2. Demonstrate knowledge of the PowerPoint ribbon
 - a. Know how to apply ribbon tools
 - b. Know how to use “fragmented” sentences to produce proper presentations

Evaluation:

- Computer terminology and Excel: 2 Exams and 3 Projects
- PowerPoint: 2 Projects