SYLLABUS
Microsoft Office 2016 Edition
Grade 7
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 Microsoft Word document publishing software (Students will complete the Microsoft Suite in eighth grade). Students will also be exposed to computer architecture and Google Docs.

All seventh grade students will participate in computer class two times per week for 18 weeks (1 semester).

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) their respective work via Google Drive

Objectives:

1. Demonstrate knowledge of the Word ribbon

    a. Know when to apply ribbon tools

    b. Student exposure will include, but not limited to:

        i. Font
        ii. Color
        iii. Size
        iv. Placement
        v. Insert word, clip, and web art (photos)
        vi. Adjust spacing
        vii. Add borders
        viii. Manipulate images
        ix. Adjust background color

Evaluation:

- 2 Exams and 3 Projects