

## CURRICULUM CONTENT

### Start Menu

- Start Menu
- Search Box
- Start Button

### Microsoft Word

- Difference between Save and Save As
- Create a new folder
- Save a document into the folder
- Formatting paragraphs: change alignment, line spacing.
- Formatting borders and Shading
- Using Header and Footer, using Auto text in Header and Footer.
- Page Layout: Orientation, Columns, Page border
- Insert Picture, ClipArt, Shapes, WordArt
- Format Font : Size, Style, Color
- Print

### Art Rage

- Usage of Tools: oil paint, chalk, pencil, felt pens, etc.
- Drawing a picture
- Tracing a picture

### Karan's Typing- Fast typing

- Ergonomics
- Fingers and Keys
- Typing in Karan's Typing Tutor
- Fast typing Online
- Typing competition

### Microsoft Publisher

- Open/ Close the program
- Paper folding projects
- Print airplane

## **Work on the Internet**

- Make an online greeting card
- Sign up to the site
- Get an e-mail address
- Sending E-cards

## **Microsoft Picture Manager**

- Open a picture
- Change page size
- Crop
- Make changes on pictures

## **Microsoft Word – Family Tree**

- Insert Shapes
- Edit Shapes : size, color, border
- Add Text
- Group/ Ungroup

## **Microsoft Access –Database**

- Terminology: Database, Field, Record
- Sorting records
- Create a database
- Fields and Data types
- Save/ Save As file in folder
- Open file and modify it

## **Microsoft Excel**

- Terms; cells, active cell, columns, rows, address bar
- Terms: Sheet tab, Worksheet, Workbook, Spreadsheet
- Working with cells: Delete, Insert, Merge and center
- Format cells: add borders, change the style and color, fill with color
- Sum, Auto sum, Average
- Chart : Column, Pie, Line, Bar
- Fill handle
- Wrap text and merge cells

## **Working on Internet**

- Take online quizzes
- Get results to e-mail
- Certificates

## **Microsoft Power Point**

- Open/Close a presentation
- Terms : Slide, Presentation, Animation
- Working with slides: insert, delete, copy, paste
- Insert : Picture, ClipArt, Word Art, Music, Video
- Custom Animation
- Save /Save As
- Auto shapes: navigator buttons

## **Microsoft Paint**

- Eraser
- Magnifier
- Line
- Brush
- Airbrush
- Select
- Oval
- Rectangle, etc.

## **Windows**

- Close
- Minimize
- Restore/Maximize
- Scroll Bar
- Status Bar

## Encarta Kids-Encyclopedia

- Searching information
- Transferring to Microsoft Word

