Instructor Preparation:

1. Distribute the handouts, homework, and PRC documents.
2. Display the Windows Fundamentals PowerPoint (Page 22).

Review last week’s material

1. Answer any questions regarding E-mail
2. Review answers to Week 5 homework.
3. Review the E-mail fundamentals topic.

Review Presentation Material:

1. Review the glossary of terms (Slide 22)
2. Present the concept of an Application in Windows (Slide 23)
3. Present the MS Office fundamental objects.

Introduce the MS Office Products

1. Present slide of each Application interface and indicate input point.

Open MS Office using the Start Menu

1. Open the MS Office menu
2. Select MS Word.
3. Highlight the main Office controls.

Exercise 6A – The Ribbon

Describe the document creation process.

1. Review the buttons used for editing
2. Type a simple document showing the keys and buttons used.
3. Highlight the document positioning keys (end, home, pg up, pg down, backspace, delete)

Exercise 6B – Create a Document

Open MS Excel and review buttons

1. Enter a simple list of First Name, Last Name
2. Enter several names and demonstrate sort.

Exercise 6C – Create a Spreadsheet.

Open MS PowerPoint

1. Demonstrate how to create a cover page and one detail page.
2. Add one image and one chart.

Exercise 6D – Create a Presentation

Review the Module and answer questions

Review Homework