

Computer Revolution

Skills acquired:

- Develop eye-to-hand coordination
- Develop competence in using a computer mouse
- Identify and use a menu in Microsoft Office
- Change font style, size, color
- Enter and modify text
- Insert and resize graphics
- Select and use tools on a toolbar
- Identify letters & numbers on a keyboard
- Print a document
- Analyze and interpret data
- Learn the basics of Excel
 - Identify rows, columns, cell addresses
 - Insert data into a spreadsheet
 - Graph & interpret data
- Learn the basics of PowerPoint
 - Create a slide show
 - Add custom animations
 - Add slide transitions
 - Add music