

Course Description:

As a student in this course, you will learn the most important topics of Microsoft Office 2016. You should be already familiar with the basic computing concepts taught in the 8th grade computer class. Next, you will learn more advanced topics in our class on Microsoft Office 2016. The first application unit covers a review Word 2016 followed by an in-depth unit on Excel 2016. We will then focus on PowerPoint 2016, where you will learn to present a slide show with special effects and integrate PowerPoint with other programs. The PowerPoint module will be a review of the program as we focus on extemporaneous speaking before an audience. Lastly, we will be learning how to design, create and use a database with Access.

Prerequisites:

Completion of the 8th Grade Computer class or special instructor approval.

Understanding of how to use and move files electronically over the web and with a USB stick.

Summer Homework:

None

Required Course Resources:

Office 2016 or Office 365 subscription at home

Grade Levels:

Grades 11-12 only. Tenth grade may take the class with special approval.