

## Computer Science curriculum

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### **MS Office 2007/2010**

#### **WORD**

1. File, save, save as, print
2. Page setup, paper size, orientation, margins, manual setting of margins
3. Selecting text, mouse, keyboard, shift, control, home, end, pgup, pgdown, select all
4. Editing text, copy, paste, paste special, cut, move, clipboard, undo, redo
5. Searching text, find, replace
6. Formatting font, font size, typeface, bold, italic, underline F4....super/subscript, customize menu, inserting symbols
7. Formatting paragraph, line spacing, indentation (left, right, first line, hanging), alignment,
8. Tabs: left, center
9. Page numbers, header, footer, page break
10. Bulleted, numbered list
11. Tables, borders
12. Inserting pictures, layout

#### **EXCEL**

1. Entering data (difference b/w text & numbers), autofill series (numbers, days, months, etc.), adjusting column width
2. Editing: copy, paste, move, inserting/deleting lines/rows, selecting non-adjacent rows/columns (Ctrl)
3. Entering formulas (=), symbols for mathematical operations (+-\*/^EXP()), copying cells with formulas, relative/absolute reference
4. Using functions, statistical functions: average, stdev, count, sqrt, countif, if, calculating SEM, etc.
5. Creating charts: bar chart, scatter plot, error bars, labels
6. Formatting charts: colors, symbols, axis scaling, chart title, axis title
7. Data sorting by one or more criteria, filters
8. (Statistical tests (F-test (equal variance test), t-test assuming equal/unequal variances))

#### **POWERPOINT**

1. Entering text, inserting figures / drawing objects
2. Editing: selecting multiple objects, resizing, rotating, copy, paste, move, undo, redo
3. Colors: background (templates), line, fill
4. Alignment, grouping, order (front/back), arranging objects (distribute horiz. / vert.)
5. Slide sorter, slide show
6. Slide transitions, animations