

Computer Literacy Expectations

Microsoft Word Skills

- Open a Word file
- Save and Organize Word Document files on the computer
- Format a page to Portrait or Landscape
- Set the Margins of a page
- View a document
- Save a document as a webpage
- Use Find and Replace to edit a document
- Use Undo and Redo to edit document
- View document using Print Layout, Normal and Web layout
- Print a document
- Insert page numbers to the document
- Insert clip art and pictures into the document
- Insert a diagram or chart into the document
- Format the document or format items placed into the document such as:
- Change font size
- Bold, italicize and Underline text
- Change text color
- Change background color
- Use bullets and/or numbering
- Change document Theme
- Format the paragraphs
- Left Justify, Right Justify and Center Text
- Change line spacing Use tools in Microsoft word such as:
- Spelling and grammar
- Language
- Templates
- Insert or draw a table into the document

Spreadsheet skills (Excel)

- Create new Excel document
- Open and existing Excel (Spreadsheet) document
- Save an organize spreadsheet documents on the computer
- Save Excel document as a Webpage
- Set up Excel Page
- Set Print Area
- Print Preview the document
- Print the document
- Use undo and redo

- Cut, copy, and paste information from and to the document
- Use find, replace and Go to specific information in document
- Place a header and a Footer into the document
- Insert and Delete Rows and Columns
- Insert a Chart into the document
- Insert a picture from a file, camera, or scanner into the document
- Insert Clip Art into the document
- Insert a diagram into the document
- Insert a hyperlink into the document
- Format cells, rows, columns and sheet
- Format numbers and font
- Merge and align cells
- Format borders
- Correct Spelling in document
- Sort Data
- Change Font Size and Style
- Use Auto Sum key to add, subtract, multiply, divide, average and count

PowerPoint

- Open a PowerPoint document
- Save a PowerPoint document
- Save a PowerPoint document as a webpage
- Preview the webpage
- Set up the page
- Print preview
- Find and Replace items in the document
- View slide sorter and slide show
- Insert new slide
- Insert, pictures, videos, sounds into the PowerPoint presentation
- Insert a chart or a table
- Insert a text box
- Insert a hyperlink in the form of a picture or text
- Organize the PowerPoint slides using hyperlinks
- Format Slide Layout and Slide Design
- Format background color
- Correct Spelling in document
- Add animation to the slides
- Organize slideshow to include timings