

Computers and Technology 7

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Content Topics:

Keyboarding

- Keyboard using the touch-type system, using the correct fingers while not looking at the keys.

Microsoft Excel 2007

- Create meaningful, well-formatted Excel worksheets, utilizing formulas and charts.
- Apply real-world situations to Excel

Microsoft Access 2007

- Explain the basic terms and concepts of electronic databases
- Create a basic database table

Assessments:

- In-class discussions
- Chapter assignments
- Chapter tests

All work is completed in class.

Grading Scale

90-100	A
80-89	B
70-79	C
60-69	D
0-59	F