

# S1 Course Outline

## LOGIN & USING THE NETWORK

- Creating a good password
- Rules of good file management

## TOUCH TYPING

- Touch typing

## WORD PROCESSING

- Spellcheck
- Bullets
- Insert graphic
- Justification
- Formatting
- Header/footer
- Toolbars
- Tables
- Letter layout

## INTERNET SAFETY

- Cyberbullying
- Sexting/Sextortion
- Selfies
- Social Media
- Safeguards

## POWERPOINT

- Insert text
- Insert graphics
- Design template
- Slide transitions
- Custom animation
- Action buttons/Hyperlinks

## GLOW

- Launch pad
- One drive
- Office 365
- Groups
- Calendar
- Using e-mail
- Send/receive e-mail
- Send/receive attachments
- Create address book
- Cc/Bcc

- Signatures
- Groups
- Automatic replies

## **TECHNOLOGICAL DEVELOPMENTS**

- Emerging technologies
- Impact on Business
- Ethical issues

## **MINI PROJECT**

- Letter
- Flier
- Calendar entries
- Presentation
- E-mail

## **PIVOT**

- Storyboarding
- Adding background
- Adding frames
- Adding figures
- Running animation
- Saving animation

## **SWAY**

- Create publication
- Add cards
- Add text
- Add images
- Use design template
- Share with teacher

