Learn IT, Teach IT Course

Learn IT Teach it is a self-paced course and valuable educator's resource, imaged on the laptops, that helps each teacher expand his/her technology skills, develop an engaging curriculum, and create a compelling learning experience. Learn IT Teach IT content can assist each teacher in becoming a proficient user of Microsoft® Office, Windows® XP digital media capabilities, the Microsoft Encarta® multimedia encyclopedia, and more. Plus, you'll discover exceptional ideas to bring learning to life.

Course Objectives:

- Computer overview
- Computer maintenance and troubleshooting
- Internet use
- Microsoft Office software

Topics Covered:

- Getting Help
- Personalizing Your Computer
- Installing Hardware and Software
- Working with Files and Folders
- Adding Printers and Printing Files
- Working in a Network Environment
- Using the Internet
- Working Offline
- Communicating with E-Mail
- Protecting Data
- Taking Care of Your Computer
- Creating a Word Document
- Changing the Look of a Document
- Presenting Information in Tables and Columns
- Proofreading and Printing a Document
- Getting to Know Excel
- Making Changes to Your Workbook
- Performing Calculations on Data
- Focusing on Specific Data Using Filters
- Creating a PowerPoint Presentation
- Working with a Presentation
- Adding and Modifying Slide Text

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- Printing a Presentation
- Working with E-Mail
- Managing E-Mail Messages
- Customizing E-Mail Messages
- Managing Your Calendar
- Scheduling and Managing Meetings
- Getting Started with Word
- Working with Text
- Formatting and Designing a Document
- Proofreading, Printing, and Web Conversion
- Getting to Know Excel
- Working with Format and Design
- Calculating and Organizing Data
- Finalizing for Print and Web Use
- Getting to Know Access
- Simplifying Data Entry with Forms
- Locating Specific Information
- Working with Reports
- Getting Started with PowerPoint
- Adding and Editing Slide Contents
- Working with Design and Formatting
- Finishing and Sharing a Presentation
- Working with E-Mail Messages in Outlook
- Customizing and Organizing E-Mail Messages
- Managing Calendar Items and Tasks
- Keeping Track of Information
- Creating and Printing Publications with Publisher
- Creating Web Sites and E-Mail Messages with Publisher
- Working with and Designing InfoPath Forms
- Working in the Document Workspace
- Teaming Up in the Meeting Workspace

Additional Resources:

- Microsoft Office Application Tutorials
- How to Tips
- Lesson Plans
- Virtual Classroom Tours
- Clip Art