

Table of Contents

	Page
Lesson 1	1
Opening a New Word Document	2
The Word Screen.....	4
Setting Word 2007 Defaults	6
Text Entry	11
Checking Spelling	13
Spelling and Grammar Options.....	15
Saving Your Work.....	21
Adding Punctuation.....	24
Printing Two Copies of a Document	29
Homework Assignment—W1	32
Lesson 2	33
Enhancing Text.....	34
Removing Formatting	52
Changing Case.....	53
Quick Styles.....	56
Font Formatting	58
Aligning Text.....	62
Assignment.....	70
Progress So Far	71
Lesson 3	73
Columns	74
Line Spacing.....	83
Opening a Saved Document.....	87
Copying and Pasting Text.....	90
Moving Text	96
Assignment.....	106
Changing Margins.....	107
Homework Assignment—W2.....	113
Exercise	115
Practical Computing Word Processing—Level 1.....	117

Table of Contents

	Page
Lesson 4	1
Fonts.....	2
Changing Your Font.....	3
Changing the Font Size.....	7
Mix-and-Match	10
Assignment	12
Finding and Replacing	13
Assignment	17
Lesson 5	19
Setting up a Document Template.....	20
Indenting Text	33
Inserting Page Numbers	44
Inserting Page Breaks.....	47
Deleting Page Breaks	50
Assignment	58
Lesson 6	51
Using Headers	52
Designing Your Header.....	59
Printing Your Document.....	61
Using Bullet Points.....	65
Numbering Paragraphs.....	71
Using Tables	74
Creating Tables from Existing Data	83
Homework Assignment—W3	91
Exercise	93
Practical Computing Word Processing—Level 2.....	95

Table of Contents

	Page
Lesson 7	1
Performing a Mail Merge	2
Assignment	22
Lesson 8	23
Special Effects	24
Non-Standard Characters	31
AutoCorrect	38
Assignment	44
Enhancing Text with Shading	45
Enhancing Documents with Borders	50
Lesson 9	53
Designing Forms	54
Lesson 10	93
Password-Protecting Documents	95
Encrypting Documents	101
Digital Signatures	103
Protecting Documents	116
Collaboration	121
Homework Assignment—W4	135
Exercise	137
Practical Computing Word Processing—Level 3	139

Table of Contents

	Page
Lesson 1	1
Excel Worksheets	2
The Excel 2007 Screen	3
Opening a Workbook	4
Simple Cell Navigation	5
Entering Data	8
Homework Assignment—E1	15
Creating a New Worksheet	16
Column Headings	18
Changing Column Size	23
Freezing Titles	24
Filling Down	26
Fill Series	32
Moving around the Worksheet	34
Inserting and Removing Columns	37
Simple Addition	41
Multiplication	46
Copying Formulas	50
Subtraction	56
Changing Decimal Points	65
Subtraction Revisited	70
Deleting Cell Contents	74
Selection Shortcut	78
Drag-and-Drop Techniques	82
Sorting Data	86
Assignment	97
Diagnostic Procedures	98
Homework Assignment—E2	106
Exercise	107
Practical Computing Spreadsheet Level 1	109

Table of Contents

	Page
Lesson 2	1
Formulas	2
Absolute and Relative Data	6
Alignment.....	12
Formatting Text.....	17
Cell Borders	22
Amending Cell Contents	25
Presentation and Printing.....	30
Headers and Footers	46
Finalising your Worksheet.....	56
Printing your Worksheet.....	62
Homework Assignment.....	66
Exercise	67
Practical Computing Spreadsheet Level 2.....	69

Table of Contents

	Page
Lesson 3	1
Formatting Cells.....	2
Linking Worksheets	6
Functions	18
Logical Operators	25
Creating Column Graphs	35
Creating a Pie Chart—1	55
Creating a Pie Chart—2.....	65
Assignment.....	67
Printing.....	68
Lesson 4	75
LOOKUP.....	76
Conditional Formatting.....	80
Text Functions	85
Lesson 5	99
Protecting Workbooks.....	101
Workbook Encryption.....	107
Protecting Worksheet Elements.....	109
Collaboration.....	112
Homework Assignment—E4	118
Exercise	119
Practical Computing Spreadsheet Level 3	121

Table of Contents

	Page
Lesson 1	1
Opening PowerPoint	2
Themes and Layouts	3
Adding and Customising Pictures.....	9
Adding and Formatting Charts.....	15
Working with Shapes.....	35
Using Text Boxes	41
Using WordArt to Insert Fancy Text.....	50
Printing Notes and Handouts.....	57
Homework Assignment—PP1	59

Table of Contents

	Page
Lesson 2	1
Inserting and Formatting a Pie Chart	2
Inserting and Formatting a Line Chart.....	17
Assignment	31
Creating a Logo	33
Picture Operations	52
Printing.....	61
Homework Assignment—PP2.....	63

Table of Contents

	Page
Lesson 3	1
Importing Documents.....	2
Inserting an Excel Chart.....	17
Inserting a Word Document.....	23
Inserting an Organisation Chart.....	25
Manipulating Slides.....	39
Adding Notes in Notes Page View.....	50
Adding Transitions.....	54
Speaker Notes.....	70
Action Buttons.....	71
Applying Timings.....	74
Masters.....	79
Narration.....	87
Printing.....	93
Other PowerPoint Features.....	96
Lesson 4	103
Applying Password.....	105
Encryption.....	111
Collaboration.....	113
Homework Assignment—PP3	116
Conclusion.....	117