

ACDV 195 Course Sequence Spring 2009

Week	Date	Curriculum	Pages	Due
1	Jan 19	MLK Holiday – NO SCHOOL		
	Jan 21	Introductions and Syllabus	p. 4-5	
2	Jan 26	Login Accounts, Start & Exit Word, Save		
	Jan 28	Office Icon & Quick Access toolbar, Save As	p. 6-7	Book & materials
3	Feb 2	Keyboard & Ribbons, Shortcut Handout, Print	p. 8-11	
	Feb 4	Mini toolbar, Context menus, Move around	p. 12-17	#1 State - Save
4	Feb 9	Help, Review Save, Save As, Open	p. 18-29	
	Feb 11	New, Templates, Switch, Close, Set-up	p. 32-39 Handout	#2 Fears - Print
5	Feb 16	Presidents Holiday – NO SCHOOL		
	Feb 18	Select text, Font, size, color, style, format painter	p. 56-57, 108-115	#3 Proud – Set-up See Handout
6	Feb 23	Spell Check, Registration Update	p. 90-91	
	Feb 25	Insert & delete text, Undo, Ergonomics	p. 50-55	#4 Pencil – Font
7	March 2	Buying A Computer	Handout	
	March 4	Move or Copy text, Views	p. 60-69	<i>Read Chapter 3</i>
8	March 9	Review for Midterm		
	March 11	Midterm Exam		#5 Sport – Spell
9	March 16	Internet Research	Handout	
	March 18	E-mail attachments	Handout	#6 Teacher– Copy
10	March 23	Word Count, Thesaurus	p. 84 & 94	
	March 25	Paragraph Alignment & Line Spacing	p. 122-125	
11	March 30	Bullet & Number Lists	p. 126-127	
	April 1	Margins Choose Presentation Topics	p. 154-155	#7 Fire- Thesaurus See Handout
	Apr 6-10	Spring Break – NO SCHOOL		
12	April 13	Practice Your Presentations		
	April 15	Research Projects Due		Research Projects
13	April 20	Page Numbers, Header/Footer (Presentation #1)	p. 164 –171	
	April 22	Columns (Presentation #2)	p. 186 - 187	On-line videos & college knowledge
14	April 27	Table (Presentation #3)	p. 202 - 211	
	April 29	WordArt (Presentation #4)	p. 230 - 231	
15	May 4	Picture/ClipArt (Presentation #5)	p. 232 - 237	
	May 6	Review for Final		#8 Advice – Show 3 Topics Below
16	May 11 & 13	Final Exam Monday, May 11th, 10 – 11:50 a.m. OR Final Exam Wednesday, May 13th, 10 – 11:50 a.m.		

Spr 2009 Term: Jan. 19 – May 15	*Presentation Topics (Teach one)
Jan 19 – MLK Day Holiday	Chapter 7 – Page Numbers, Header/Footer
Feb 13 & 16 – Lincoln & Presidents' Day	Chapter 7 – Columns
Feb 20 Last day to DROP without a "W"	Chapter 9 – Table
April 3 – Last day to DROP with a "W"	Chapter 10 – Word Art
April 6 – 10 – Spring Break	Chapter 10 – Picture or Clip Art
May 11 – 15 – Final Exams	