

To assist you in planning class time, the following chart provides recommended time allotments for each lesson in Learning Microsoft Office 2010 Deluxe Edition. The recommended allotments are just that—recommended. Each class will progress at its own pace. If you find your class moving quickly, you may choose to incorporate more of the activities from your Teacher's Manual. If you find your class moving more slowly, you may choose to skip one of the end of lesson or end of chapter projects.

The recommended time for each lesson is based on either a 45 or 90 minute class. If your class length is different, you may need to adjust the amount of time spent on a particular section. For example, you may need to spend less time on vocabulary or discussing the notes. If you have more time available, you may choose to spend more time discussing the notes, or allot more time for students to complete the step-by-step Try It exercises or the end of lesson projects.

If you start at the beginning and work through every lesson using the recommended amount of time, you will spend a bit more than 160 hours on the course. If you do not have 160 hours available in which to complete the course, you may choose to allot less time to each project, or you may choose to adapt the material that you cover to fit your time frame. For example, you may choose to omit Access 2010. Alternatively, you may choose to cover the basic lessons for each application, omitting the more advanced content.

Office Basics		6.75 hours	
Chapter 1	Using the Common Features of Microsoft Office 2010	6.75 hours	
Lesson 1	Microsoft Office 2010 Basics	Total Time:	90 minutes
	Words to Know Vocabulary		10 minutes
	What You Can Do Notes		15 minutes
	Try It! Practice Exercises		20 minutes
	Create It Project		20 minutes
	Apply It Project		25 minutes
Lesson 2	Saving, Printing, and Closing Microsoft Office Files	Total Time:	45 minutes
	Words to Know Vocabulary		5 minutes
	What You Can Do Notes		10 minutes
	Try It! Practice Exercises		10 minutes
	Create It Project		10 minutes
	Apply It Project		10 minutes
Lesson 3	Working with Existing Files	Total Time:	45 minutes
	Words to Know Vocabulary		5 minutes
	What You Can Do Notes		10 minutes
	Try It! Practice Exercises		10 minutes
	Create It Project		10 minutes
	Apply It Project		10 minutes
Lesson 4	Using Command Options	Total Time:	45 minutes
	Words to Know Vocabulary		5 minutes
	What You Can Do Notes		10 minutes
	Try It! Practice Exercises		10 minutes
	Create It Project		10 minutes
	Apply It Project		10 minutes

Lesson 5	Managing Program Windows	Total Time:	45 minutes
	Words to Know Vocabulary		5 minutes
	What You Can Do Notes		10 minutes
	Try It! Practice Exercises		10 minutes
	Create It Project		10 minutes
	Apply It Project		10 minutes
Lesson 6	Using Microsoft Office Help	Total Time:	45 minutes
	Words to Know Vocabulary		5 minutes
	What You Can Do Notes		10 minutes
	Try It! Practice Exercises		10 minutes
	Create It Project		10 minutes
	Apply It Project		10 minutes
Lesson 7	Managing Information Technology	Total Time:	45 minutes
	Words to Know Vocabulary		5 minutes
	What You Can Do Notes		10 minutes
	Try It! Practice Exercises		10 minutes
	Create It Project		10 minutes
	Apply It Project		10 minutes
End of Chapter Assessments		Total Time:	45 minutes
	Make it Your Own		20 minutes
	Master It		25 minutes

Word 2010		42.75 hours	
Chapter 1	Getting Started with Word 2010	12.75 hours	
Lesson 1	Creating Word Documents with Headers and Footers	Total Time:	90 minutes
	Words to Know Vocabulary		10 minutes
	What You Can Do Notes		15 minutes
	Try It! Practice Exercises		20 minutes
	Create It Project		20 minutes
	Apply It Project		25 minutes
Lesson 2	Formatting Document with Themes and Styles	Total Time:	90 minutes
	Words to Know Vocabulary		10 minutes
	What You Can Do Notes		15 minutes
	Try It! Practice Exercises		20 minutes
	Create It Project		20 minutes
	Apply It Project		25 minutes
Lesson 3	Editing and Correcting Documents	Total Time:	45 minutes
	Words to Know Vocabulary		5 minutes
	What You Can Do Notes		10 minutes
	Try It! Practice Exercises		10 minutes
	Create It Project		10 minutes
	Apply It Project		10 minutes
Lesson 4	Adjusting Alignment and Spacing	Total Time:	90 minutes
	Words to Know Vocabulary		10 minutes
	What You Can Do Notes		15 minutes
	Try It! Practice Exercises		20 minutes
	Create It Project		20 minutes
	Apply It Project		25 minutes

Lesson 5	Creating Letters and Envelopes	Total Time:	90 minutes
	Words to Know Vocabulary		10 minutes
	What You Can Do Notes		15 minutes
	Try It! Practice Exercises		20 minutes
	Create It Project		20 minutes
	Apply It Project		25 minutes
Lesson 6	Formatting Text with Fonts and Effects	Total Time:	45 minutes
	Words to Know Vocabulary		5 minutes
	What You Can Do Notes		10 minutes
	Try It! Practice Exercises		10 minutes
	Create It Project		10 minutes
	Apply It Project		10 minutes
Lesson 7	Formatting and Sorting Lists	Total Time:	45 minutes
	Words to Know Vocabulary		5 minutes
	What You Can Do Notes		10 minutes
	Try It! Practice Exercises		10 minutes
	Create It Project		10 minutes
	Apply It Project		10 minutes
Lesson 8	Inserting Pictures, Text Boxes, and Shapes	Total Time:	90 minutes
	Words to Know Vocabulary		10 minutes
	What You Can Do Notes		15 minutes
	Try It! Practice Exercises		20 minutes
	Create It Project		20 minutes
	Apply It Project		25 minutes
Lesson 9	Formatting Graphics Objects	Total Time:	90 minutes
	Words to Know Vocabulary		10 minutes
	What You Can Do Notes		15 minutes
	Try It! Practice Exercises		20 minutes
	Create It Project		20 minutes
	Apply It Project		25 minutes

Lesson 10	Working with SmartArt Graphics, Text Effects, and Page Borders	Total Time:	45 minutes
	Words to Know Vocabulary		5 minutes
	What You Can Do Notes		10 minutes
	Try It! Practice Exercises		10 minutes
	Create It Project		10 minutes
	Apply It Project		10 minutes
End of Chapter Assessments		Total Time:	45 minutes
	Make it Your Own		20 minutes
	Master It		25 minutes
Chapter 2	Editing Documents and Working with Tables	9 hours	
Lesson 11	Checking Spelling and Grammar	Total Time:	45 minutes
	Words to Know Vocabulary		5 minutes
	What You Can Do Notes		10 minutes
	Try It! Practice Exercises		10 minutes
	Create It Project		10 minutes
	Apply It Project		10 minutes
Lesson 12	Moving a Selection	Total Time:	45 minutes
	Words to Know Vocabulary		5 minutes
	What You Can Do Notes		10 minutes
	Try It! Practice Exercises		10 minutes
	Create It Project		10 minutes
	Apply It Project		10 minutes
Lesson 13	Copying a Selection	Total Time:	45 minutes
	Words to Know Vocabulary		5 minutes
	What You Can Do Notes		10 minutes
	Try It! Practice Exercises		10 minutes
	Create It Project		10 minutes
	Apply It Project		10 minutes

Lesson 14	Inserting a Table	Total Time:	90 minutes
	Words to Know Vocabulary		10 minutes
	What You Can Do Notes		15 minutes
	Try It! Practice Exercises		20 minutes
	Create It Project		20 minutes
	Apply It Project		25 minutes
Lesson 15	Aligning Tables	Total Time:	45 minutes
	Words to Know Vocabulary		5 minutes
	What You Can Do Notes		10 minutes
	Try It! Practice Exercises		10 minutes
	Create It Project		10 minutes
	Apply It Project		10 minutes
Lesson 16	Drawing a Table	Total Time:	45 minutes
	Words to Know Vocabulary		5 minutes
	What You Can Do Notes		10 minutes
	Try It! Practice Exercises		10 minutes
	Create It Project		10 minutes
	Apply It Project		10 minutes
Lesson 17	Performing Calculations in a Table	Total Time:	45 minutes
	Words to Know Vocabulary		5 minutes
	What You Can Do Notes		10 minutes
	Try It! Practice Exercises		10 minutes
	Create It Project		10 minutes
	Apply It Project		10 minutes
Lesson 18	Improving a Document with Find and Replace and AutoCorrect	Total Time:	90 minutes
	Words to Know Vocabulary		10 minutes
	What You Can Do Notes		15 minutes
	Try It! Practice Exercises		20 minutes
	Create It Project		20 minutes
	Apply It Project		25 minutes

Lesson 19	Working with Templates and Web Pages	Total Time:	45 minutes
	Words to Know Vocabulary		5 minutes
	What You Can Do Notes		10 minutes
	Try It! Practice Exercises		10 minutes
	Create It Project		10 minutes
	Apply It Project		10 minutes
End of Chapter Assessments		Total Time:	45 minutes
	Make it Your Own		20 minutes
	Master It		25 minutes
Chapter 3	Creating Reports and Newsletters	10.5 hours	
Lesson 20	Changing Case and Managing Document Properties	Total Time:	45 minutes
	Words to Know Vocabulary		5 minutes
	What You Can Do Notes		10 minutes
	Try It! Practice Exercises		10 minutes
	Create It Project		10 minutes
	Apply It Project		10 minutes
Lesson 21	Formatting a One-Page Report	Total Time:	90 minutes
	Words to Know Vocabulary		10 minutes
	What You Can Do Notes		15 minutes
	Try It! Practice Exercises		20 minutes
	Create It Project		20 minutes
	Apply It Project		25 minutes
Lesson 22	Managing Sources and Controlling Text Flow	Total Time:	90 minutes
	Words to Know Vocabulary		10 minutes
	What You Can Do Notes		15 minutes
	Try It! Practice Exercises		20 minutes
	Create It Project		20 minutes
	Apply It Project		25 minutes

Lesson 23	Working with Newsletter Columns	Total Time:	90 minutes
	Words to Know Vocabulary		10 minutes
	What You Can Do Notes		15 minutes
	Try It! Practice Exercises		20 minutes
	Create It Project		20 minutes
	Apply It Project		25 minutes
Lesson 24	Enhancing Paragraphs with Dropped Capitals, Borders, and Shading	Total Time:	90 minutes
	Words to Know Vocabulary		10 minutes
	What You Can Do Notes		15 minutes
	Try It! Practice Exercises		20 minutes
	Create It Project		20 minutes
	Apply It Project		25 minutes
Lesson 25	Copying Formatting	Total Time:	45 minutes
	Words to Know Vocabulary		5 minutes
	What You Can Do Notes		10 minutes
	Try It! Practice Exercises		10 minutes
	Create It Project		10 minutes
	Apply It Project		10 minutes
Lesson 26	Inserting Symbols	Total Time:	45 minutes
	Words to Know Vocabulary		5 minutes
	What You Can Do Notes		10 minutes
	Try It! Practice Exercises		10 minutes
	Create It Project		10 minutes
	Apply It Project		10 minutes
Lesson 27	Merging Mailing Labels	Total Time:	90 minutes
	Words to Know Vocabulary		10 minutes
	What You Can Do Notes		15 minutes
	Try It! Practice Exercises		20 minutes
	Create It Project		20 minutes
	Apply It Project		25 minutes

End of Chapter Assessments		Total Time:	45 minutes
	Make it Your Own		20 minutes
	Master It		25 minutes
Chapter 4	Learning More about Merge, and Exploring the World Wide Web	6 hours	
Lesson 28	Creating a Letter with Mail Merge	Total Time:	45 minutes
	Words to Know Vocabulary		5 minutes
	What You Can Do Notes		10 minutes
	Try It! Practice Exercises		10 minutes
	Create It Project		10 minutes
	Apply It Project		10 minutes
Lesson 29	Creating Envelopes with Mail Merge	Total Time:	45 minutes
	Words to Know Vocabulary		5 minutes
	What You Can Do Notes		10 minutes
	Try It! Practice Exercises		10 minutes
	Create It Project		10 minutes
	Apply It Project		10 minutes
Lesson 30	Creating a Directory with Mail Merge	Total Time:	45 minutes
	Words to Know Vocabulary		5 minutes
	What You Can Do Notes		10 minutes
	Try It! Practice Exercises		10 minutes
	Create It Project		10 minutes
	Apply It Project		10 minutes
Lesson 31	Using Merge to Create E-Mail	Total Time:	45 minutes
	Words to Know Vocabulary		5 minutes
	What You Can Do Notes		10 minutes
	Try It! Practice Exercises		10 minutes
	Create It Project		10 minutes
	Apply It Project		10 minutes

Lesson 32	Formatting Web Pages with Word	Total Time:	45 minutes
	Words to Know Vocabulary		5 minutes
	What You Can Do Notes		10 minutes
	Try It! Practice Exercises		10 minutes
	Create It Project		10 minutes
	Apply It Project		10 minutes
Lesson 33	Using the World Wide Web	Total Time:	45 minutes
	Words to Know Vocabulary		5 minutes
	What You Can Do Notes		10 minutes
	Try It! Practice Exercises		10 minutes
	Create It Project		10 minutes
	Apply It Project		10 minutes
Lesson 34	Sharing Documents and Communicating with Word	Total Time:	45 minutes
	Words to Know Vocabulary		5 minutes
	What You Can Do Notes		10 minutes
	Try It! Practice Exercises		10 minutes
	Create It Project		10 minutes
	Apply It Project		10 minutes
End of Chapter Assessments		Total Time:	45 minutes
	Make it Your Own		20 minutes
	Master It		25 minutes
Word	Supplemental Lessons		4.5 hours
Lesson 1	Creating Forms	Total Time:	45 minutes
	Words to Know Vocabulary		5 minutes
	What You Can Do Notes		10 minutes
	Try It! Practice Exercises		10 minutes
	Create It Project		10 minutes
	Apply It Project		10 minutes

Lesson 2	Protecting Documents	Total Time:	45 minutes
	Words to Know Vocabulary		5 minutes
	What You Can Do Notes		10 minutes
	Try It! Practice Exercises		10 minutes
	Create It Project		10 minutes
	Apply It Project		10 minutes
Lesson 3	Inspecting and Checking Documents	Total Time:	45 minutes
	Words to Know Vocabulary		5 minutes
	What You Can Do Notes		10 minutes
	Try It! Practice Exercises		10 minutes
	Create It Project		10 minutes
	Apply It Project		10 minutes
Lesson 4	Marking a Document as Final and Using Digital Signatures	Total Time:	45 minutes
	Words to Know Vocabulary		5 minutes
	What You Can Do Notes		10 minutes
	Try It! Practice Exercises		10 minutes
	Create It Project		10 minutes
	Apply It Project		10 minutes
Lesson 5	Using Comments	Total Time:	45 minutes
	Words to Know Vocabulary		5 minutes
	What You Can Do Notes		10 minutes
	Try It! Practice Exercises		10 minutes
	Create It Project		10 minutes
	Apply It Project		10 minutes
Lesson 6	Managing Source Information and Generating Special Tables	Total Time:	45 minutes
	Words to Know Vocabulary		5 minutes
	What You Can Do Notes		10 minutes
	Try It! Practice Exercises		10 minutes
	Create It Project		10 minutes
	Apply It Project		10 minutes

Excel 2010		49.5	
Chapter 1	Getting Started with Microsoft Excel 2010	11.25 hours	
Lesson 1	Touring Excel	Total Time:	90 minutes
	Words to Know Vocabulary		10 minutes
	What You Can Do Notes		15 minutes
	Try It! Practice Exercises		20 minutes
	Create It Project		20 minutes
	Apply It Project		25 minutes
Lesson 2	Worksheet and Workbook Basics	Total Time:	90 minutes
	Words to Know Vocabulary		10 minutes
	What You Can Do Notes		15 minutes
	Try It! Practice Exercises		20 minutes
	Create It Project		20 minutes
	Apply It Project		25 minutes
Lesson 3	Adding Worksheet Contents	Total Time:	45 minutes
	Words to Know Vocabulary		5 minutes
	What You Can Do Notes		10 minutes
	Try It! Practice Exercises		10 minutes
	Create It Project		10 minutes
	Apply It Project		10 minutes
Lesson 4	Worksheet Formatting	Total Time:	45 minutes
	Words to Know Vocabulary		10 minutes
	What You Can Do Notes		10 minutes
	Try It! Practice Exercises		10 minutes
	Create It Project		10 minutes
	Apply It Project		10 minutes
Lesson 5	More on Cell Entries and Formatting	Total Time:	90 minutes
	Words to Know Vocabulary		10 minutes
	What You Can Do Notes		15 minutes
	Try It! Practice Exercises		20 minutes
	Create It Project		20 minutes
	Apply It Project		25 minutes

Lesson 6	Working with Ranges	Total Time:	45 minutes
	Words to Know Vocabulary		5 minutes
	What You Can Do Notes		10 minutes
	Try It! Practice Exercises		10 minutes
	Create It Project		10 minutes
	Apply It Project		10 minutes
Lesson 7	Creating Formulas	Total Time:	90 minutes
	Words to Know Vocabulary		10 minutes
	What You Can Do Notes		15 minutes
	Try It! Practice Exercises		20 minutes
	Create It Project		20 minutes
	Apply It Project		25 minutes
Lesson 8	Copying and Pasting	Total Time:	45 minutes
	Words to Know Vocabulary		5 minutes
	What You Can Do Notes		10 minutes
	Try It! Practice Exercises		10 minutes
	Create It Project		10 minutes
	Apply It Project		10 minutes
Lesson 9	Techniques for Moving Data	Total Time:	45 minutes
	Words to Know Vocabulary		5 minutes
	What You Can Do Notes		10 minutes
	Try It! Practice Exercises		10 minutes
	Create It Project		10 minutes
	Apply It Project		10 minutes
Lesson 10	Chart, Sheet, Display, and Print Operations	Total Time:	45 minutes
	Words to Know Vocabulary		5 minutes
	What You Can Do Notes		10 minutes
	Try It! Practice Exercises		10 minutes
	Create It Project		10 minutes
	Apply It Project		10 minutes

End of Chapter Assessments		Total Time:	45 minutes
	Make it Your Own		20 minutes
	Master It		25 minutes
Chapter 2	Working with Formulas, Functions, and Charts	11.25 hours	
Lesson 11	Getting Started with Functions	Total Time:	90 minutes
	Words to Know Vocabulary		10 minutes
	What You Can Do Notes		15 minutes
	Try It! Practice Exercises		20 minutes
	Create It Project		20 minutes
	Apply It Project		25 minutes
Lesson 12	Using Excel Tables	Total Time:	90 minutes
	Words to Know Vocabulary		10 minutes
	What You Can Do Notes		15 minutes
	Try It! Practice Exercises		20 minutes
	Create It Project		20 minutes
	Apply It Project		25 minutes
Lesson 13	The NOW Function and Named Ranges	Total Time:	45 minutes
	Words to Know Vocabulary		5 minutes
	What You Can Do Notes		10 minutes
	Try It! Practice Exercises		10 minutes
	Create It Project		10 minutes
	Apply It Project		10 minutes
Lesson 14	Working with IF Functions	Total Time:	90 minutes
	Words to Know Vocabulary		10 minutes
	What You Can Do Notes		15 minutes
	Try It! Practice Exercises		20 minutes
	Create It Project		20 minutes
	Apply It Project		25 minutes

Lesson 15	Using Frozen Labels and Panes	Total Time:	45 minutes
	Words to Know Vocabulary		5 minutes
	What You Can Do Notes		10 minutes
	Try It! Practice Exercises		10 minutes
	Create It Project		10 minutes
	Apply It Project		10 minutes
Lesson 16	Using Conditional Formatting and Find and Replace	Total Time:	45 minutes
	Words to Know Vocabulary		5 minutes
	What You Can Do Notes		10 minutes
	Try It! Practice Exercises		10 minutes
	Create It Project		10 minutes
	Apply It Project		10 minutes
Lesson 17	Rotating Entries and Resolving ##### Errors	Total Time:	45 minutes
	Words to Know Vocabulary		5 minutes
	What You Can Do Notes		10 minutes
	Try It! Practice Exercises		10 minutes
	Create It Project		10 minutes
	Apply It Project		10 minutes
Lesson 18	Adding Print Titles and Scaling a Printout	Total Time:	45 minutes
	Words to Know Vocabulary		5 minutes
	What You Can Do Notes		10 minutes
	Try It! Practice Exercises		10 minutes
	Create It Project		10 minutes
	Apply It Project		10 minutes
Lesson 19	Managing Worksheets and Performing Multi-Worksheet Operations	Total Time:	45 minutes
	Words to Know Vocabulary		5 minutes
	What You Can Do Notes		10 minutes
	Try It! Practice Exercises		10 minutes
	Create It Project		10 minutes
	Apply It Project		10 minutes

Lesson 20	Summary Worksheets and Advanced Printing	Total Time:	90 minutes
	Words to Know Vocabulary		10 minutes
	What You Can Do Notes		15 minutes
	Try It! Practice Exercises		20 minutes
	Create It Project		20 minutes
	Apply It Project		25 minutes
End of Chapter Assessments		Total Time:	45 minutes
	Make it Your Own		20 minutes
	Master It		25 minutes
Chapter 3	Charting Data	8.25 hours	
Lesson 21	Building Basic Charts	Total Time:	90 minutes
	Words to Know Vocabulary		10 minutes
	What You Can Do Notes		15 minutes
	Try It! Practice Exercises		20 minutes
	Create It Project		20 minutes
	Apply It Project		25 minutes
Lesson 22	Showing Percentages with a Pie Chart	Total Time:	45 minutes
	Words to Know Vocabulary		5 minutes
	What You Can Do Notes		10 minutes
	Try It! Practice Exercises		10 minutes
	Create It Project		10 minutes
	Apply It Project		10 minutes
Lesson 23	Enhancing a Pie Chart	Total Time:	45 minutes
	Words to Know Vocabulary		5 minutes
	What You Can Do Notes		10 minutes
	Try It! Practice Exercises		10 minutes
	Create It Project		10 minutes
	Apply It Project		10 minutes

Lesson 24	Adding Special Elements to a Chart or Sheet	Total Time:	45 minutes
	Words to Know Vocabulary		5 minutes
	What You Can Do Notes		10 minutes
	Try It! Practice Exercises		10 minutes
	Create It Project		10 minutes
	Apply It Project		10 minutes
Lesson 25	Completing Chart Formatting	Total Time:	45 minutes
	Words to Know Vocabulary		5 minutes
	What You Can Do Notes		10 minutes
	Try It! Practice Exercises		10 minutes
	Create It Project		10 minutes
	Apply It Project		10 minutes
Lesson 26	Comparing and Analyzing Data	Total Time:	45 minutes
	Words to Know Vocabulary		5 minutes
	What You Can Do Notes		10 minutes
	Try It! Practice Exercises		10 minutes
	Create It Project		10 minutes
	Apply It Project		10 minutes
Lesson 27	Chart Printing and Publishing	Total Time:	45 minutes
	Words to Know Vocabulary		5 minutes
	What You Can Do Notes		10 minutes
	Try It! Practice Exercises		10 minutes
	Create It Project		10 minutes
	Apply It Project		10 minutes
Lesson 28	Using Charts in Other Files	Total Time:	45 minutes
	Words to Know Vocabulary		5 minutes
	What You Can Do Notes		10 minutes
	Try It! Practice Exercises		10 minutes
	Create It Project		10 minutes
	Apply It Project		10 minutes

Lesson 29	Making Special Purpose Charts	Total Time:	45 minutes
	Words to Know Vocabulary		5 minutes
	What You Can Do Notes		10 minutes
	Try It! Practice Exercises		10 minutes
	Create It Project		10 minutes
	Apply It Project		10 minutes
End of Chapter Assessments		Total Time:	45 minutes
	Make it Your Own		20 minutes
	Master It		25 minutes
Chapter 4	Advanced Functions, PivotCharts, and PivotTables	6.75 hours	
Lesson 30	Using Advanced Functions to Predict Trends	Total Time:	90 minutes
	Words to Know Vocabulary		10 minutes
	What You Can Do Notes		15 minutes
	Try It! Practice Exercises		20 minutes
	Create It Project		20 minutes
	Apply It Project		25 minutes
Lesson 31	Using Advanced Functions for Data Analysis	Total Time:	90 minutes
	Words to Know Vocabulary		10 minutes
	What You Can Do Notes		15 minutes
	Try It! Practice Exercises		20 minutes
	Create It Project		20 minutes
	Apply It Project		25 minutes
Lesson 32	Using Lookup Functions	Total Time:	90 minutes
	Words to Know Vocabulary		10 minutes
	What You Can Do Notes		15 minutes
	Try It! Practice Exercises		20 minutes
	Create It Project		20 minutes
	Apply It Project		25 minutes

Lesson 33	Understanding PivotTables and PivotCharts	Total Time:	90 minutes
	Words to Know Vocabulary		10 minutes
	What You Can Do Notes		15 minutes
	Try It! Practice Exercises		20 minutes
	Create It Project		20 minutes
	Apply It Project		25 minutes
End of Chapter Assessments		Total Time:	45 minutes
	Make it Your Own		20 minutes
	Master It		25 minutes
Chapter 5	Advanced Printing, Formatting, and Editing	9 hours	
Lesson 34	Working with Graphics and Saving a Worksheet as a Web Page	Total Time:	45 minutes
	Words to Know Vocabulary		5 minutes
	What You Can Do Notes		10 minutes
	Try It! Practice Exercises		10 minutes
	Create It Project		10 minutes
	Apply It Project		10 minutes
Lesson 35	Working with Web Data	Total Time:	45 minutes
	Words to Know Vocabulary		5 minutes
	What You Can Do Notes		10 minutes
	Try It! Practice Exercises		10 minutes
	Create It Project		10 minutes
	Apply It Project		10 minutes
Lesson 36	Linking and Embedding Data	Total Time:	90 minutes
	Words to Know Vocabulary		10 minutes
	What You Can Do Notes		15 minutes
	Try It! Practice Exercises		20 minutes
	Create It Project		20 minutes
	Apply It Project		25 minutes

Lesson 37	Working with Workbooks	Total Time:	45 minutes
	Words to Know Vocabulary		5 minutes
	What You Can Do Notes		10 minutes
	Try It! Practice Exercises		10 minutes
	Create It Project		10 minutes
	Apply It Project		10 minutes
Lesson 38	Working with Comments and Modifying Page Setup	Total Time:	45 minutes
	Words to Know Vocabulary		5 minutes
	What You Can Do Notes		10 minutes
	Try It! Practice Exercises		10 minutes
	Create It Project		10 minutes
	Apply It Project		10 minutes
Lesson 39	Modifying Print Options	Total Time:	45 minutes
	Words to Know Vocabulary		5 minutes
	What You Can Do Notes		10 minutes
	Try It! Practice Exercises		10 minutes
	Create It Project		10 minutes
	Apply It Project		10 minutes
Lesson 40	Using Copy and Paste Special	Total Time:	45 minutes
	Words to Know Vocabulary		5 minutes
	What You Can Do Notes		10 minutes
	Try It! Practice Exercises		10 minutes
	Create It Project		10 minutes
	Apply It Project		10 minutes
Lesson 41	Moving and Linking Data Between Workbooks	Total Time:	45 minutes
	Words to Know Vocabulary		5 minutes
	What You Can Do Notes		10 minutes
	Try It! Practice Exercises		10 minutes
	Create It Project		10 minutes
	Apply It Project		10 minutes

Lesson 42	Working with 3-D Formulas	Total Time:	90 minutes
	Words to Know Vocabulary		10 minutes
	What You Can Do Notes		15 minutes
	Try It! Practice Exercises		20 minutes
	Create It Project		20 minutes
	Apply It Project		25 minutes
End of Chapter Assessments		Total Time:	45 minutes
	Make it Your Own		20 minutes
	Master It		25 minutes
Excel	Supplemental Lessons	3 hours	
Lesson 1	Using Advanced Sort	Total Time:	45 minutes
	Words to Know Vocabulary		5 minutes
	What You Can Do Notes		10 minutes
	Try It! Practice Exercises		10 minutes
	Create It Project		10 minutes
	Apply It Project		10 minutes
Lesson 2	Using Advanced Filtering	Total Time:	45 minutes
	Words to Know Vocabulary		5 minutes
	What You Can Do Notes		10 minutes
	Try It! Practice Exercises		10 minutes
	Create It Project		10 minutes
	Apply It Project		10 minutes
Lesson 3	Working with Hyperlinks	Total Time:	45 minutes
	Words to Know Vocabulary		5 minutes
	What You Can Do Notes		10 minutes
	Try It! Practice Exercises		10 minutes
	Create It Project		10 minutes
	Apply It Project		10 minutes

Lesson 4	Saving Excel Data in a Different File Format	Total Time:	45 minutes
	Words to Know Vocabulary		5 minutes
	What You Can Do Notes		10 minutes
	Try It! Practice Exercises		10 minutes
	Create It Project		10 minutes
	Apply It Project		10 minutes

Access 2010		30 hours	
Chapter 1	Getting Started with Microsoft Excel 2010	9 hours	
Lesson 1	Planning a Database	Total Time:	90 minutes
	Words to Know Vocabulary		10 minutes
	What You Can Do Notes		15 minutes
	Try It! Practice Exercises		20 minutes
	Create It Project		20 minutes
	Apply It Project		25 minutes
Lesson 2	Creating a Database	Total Time:	90 minutes
	Words to Know Vocabulary		10 minutes
	What You Can Do Notes		15 minutes
	Try It! Practice Exercises		20 minutes
	Create It Project		20 minutes
	Apply It Project		25 minutes
Lesson 3	Modifying and Adding Data to a Table	Total Time:	45 minutes
	Words to Know Vocabulary		5 minutes
	What You Can Do Notes		10 minutes
	Try It! Practice Exercises		10 minutes
	Create It Project		10 minutes
	Apply It Project		10 minutes
Lesson 4	Modifying Fields in a Datasheet	Total Time:	45 minutes
	Words to Know Vocabulary		5 minutes
	What You Can Do Notes		10 minutes
	Try It! Practice Exercises		10 minutes
	Create It Project		10 minutes
	Apply It Project		10 minutes
Lesson 5	Importing and Protecting Data	Total Time:	45 minutes
	Words to Know Vocabulary		5 minutes
	What You Can Do Notes		10 minutes
	Try It! Practice Exercises		10 minutes
	Create It Project		10 minutes
	Apply It Project		10 minutes

Lesson 6	Using Table Templates and Design View	Total Time:	90 minutes
	Words to Know Vocabulary		10 minutes
	What You Can Do Notes		15 minutes
	Try It! Practice Exercises		20 minutes
	Create It Project		20 minutes
	Apply It Project		25 minutes
Lesson 7	Creating Other Objects	Total Time:	90 minutes
	Words to Know Vocabulary		10 minutes
	What You Can Do Notes		15 minutes
	Try It! Practice Exercises		20 minutes
	Create It Project		20 minutes
	Apply It Project		25 minutes
End of Chapter Assessments		Total Time:	45 minutes
	Make it Your Own		20 minutes
	Master It		25 minutes
Chapter 2	Working with Queries	11.25 hours	
Lesson 8	Managing Relationships Between Tables	Total Time:	90 minutes
	Words to Know Vocabulary		10 minutes
	What You Can Do Notes		15 minutes
	Try It! Practice Exercises		20 minutes
	Create It Project		20 minutes
	Apply It Project		25 minutes
Lesson 9	Finding, Replacing, and Sorting Data	Total Time:	45 minutes
	Words to Know Vocabulary		5 minutes
	What You Can Do Notes		10 minutes
	Try It! Practice Exercises		10 minutes
	Create It Project		10 minutes
	Apply It Project		10 minutes

Lesson 10	Filtering Data	Total Time:	90 minutes
	Words to Know Vocabulary		10 minutes
	What You Can Do Notes		15 minutes
	Try It! Practice Exercises		20 minutes
	Create It Project		20 minutes
	Apply It Project		25 minutes
Lesson 11	Creating a Query in Design View	Total Time:	90 minutes
	Words to Know Vocabulary		10 minutes
	What You Can Do Notes		15 minutes
	Try It! Practice Exercises		20 minutes
	Create It Project		20 minutes
	Apply It Project		25 minutes
Lesson 12	Creating a Multi-Table Query	Total Time:	45 minutes
	Words to Know Vocabulary		5 minutes
	What You Can Do Notes		10 minutes
	Try It! Practice Exercises		10 minutes
	Create It Project		10 minutes
	Apply It Project		10 minutes
Lesson 13	Using Criteria in a Query	Total Time:	45 minutes
	Words to Know Vocabulary		5 minutes
	What You Can Do Notes		10 minutes
	Try It! Practice Exercises		10 minutes
	Create It Project		10 minutes
	Apply It Project		10 minutes
Lesson 14	Using Comparison Operators	Total Time:	90 minutes
	Words to Know Vocabulary		10 minutes
	What You Can Do Notes		15 minutes
	Try It! Practice Exercises		20 minutes
	Create It Project		20 minutes
	Apply It Project		25 minutes

Lesson 15	Using Calculated Fields	Total Time:	90 minutes
	Words to Know Vocabulary		10 minutes
	What You Can Do Notes		15 minutes
	Try It! Practice Exercises		20 minutes
	Create It Project		20 minutes
	Apply It Project		25 minutes
Lesson 16	Summarizing Data in Queries	Total Time:	45 minutes
	Words to Know Vocabulary		5 minutes
	What You Can Do Notes		10 minutes
	Try It! Practice Exercises		10 minutes
	Create It Project		10 minutes
	Apply It Project		10 minutes
End of Chapter Assessments		Total Time:	45 minutes
	Make it Your Own		20 minutes
	Master It		25 minutes
Chapter 3	Working with Forms and Reports	9.75 hours	
Lesson 17	Creating a Lookup List	Total Time:	45 minutes
	Words to Know Vocabulary		5 minutes
	What You Can Do Notes		10 minutes
	Try It! Practice Exercises		10 minutes
	Create It Project		10 minutes
	Apply It Project		10 minutes
Lesson 18	Creating an Input Mask	Total Time:	45 minutes
	Words to Know Vocabulary		5 minutes
	What You Can Do Notes		10 minutes
	Try It! Practice Exercises		10 minutes
	Create It Project		10 minutes
	Apply It Project		10 minutes

Lesson 19	Creating and Using a Form	Total Time:	90 minutes
	Words to Know Vocabulary		10 minutes
	What You Can Do Notes		15 minutes
	Try It! Practice Exercises		20 minutes
	Create It Project		20 minutes
	Apply It Project		25 minutes
Lesson 20	Working with a Form in Layout View	Total Time:	45 minutes
	Words to Know Vocabulary		5 minutes
	What You Can Do Notes		10 minutes
	Try It! Practice Exercises		10 minutes
	Create It Project		10 minutes
	Apply It Project		10 minutes
Lesson 21	Working with a Form in Design View	Total Time:	90 minutes
	Words to Know Vocabulary		10 minutes
	What You Can Do Notes		15 minutes
	Try It! Practice Exercises		20 minutes
	Create It Project		20 minutes
	Apply It Project		25 minutes
Lesson 22	Working with Form Sections	Total Time:	45 minutes
	Words to Know Vocabulary		5 minutes
	What You Can Do Notes		10 minutes
	Try It! Practice Exercises		10 minutes
	Create It Project		10 minutes
	Apply It Project		10 minutes
Lesson 23	Creating a Report	Total Time:	45 minutes
	Words to Know Vocabulary		5 minutes
	What You Can Do Notes		10 minutes
	Try It! Practice Exercises		10 minutes
	Create It Project		10 minutes
	Apply It Project		10 minutes

Lesson 24	Modifying a Report in Design View	Total Time:	90 minutes
	Words to Know Vocabulary		10 minutes
	What You Can Do Notes		15 minutes
	Try It! Practice Exercises		20 minutes
	Create It Project		20 minutes
	Apply It Project		25 minutes
Lesson 25	Creating Labels	Total Time:	45 minutes
	Words to Know Vocabulary		5 minutes
	What You Can Do Notes		10 minutes
	Try It! Practice Exercises		10 minutes
	Create It Project		10 minutes
	Apply It Project		10 minutes
End of Chapter Assessments		Total Time:	45 minutes
	Make it Your Own		20 minutes
	Master It		25 minutes

PowerPoint 2010		32.25 hours	
Chapter 1	Getting Started with PowerPoint	9 hours	
Lesson 1	Getting Started with PowerPoint	Total Time:	90 minutes
	Words to Know Vocabulary		10 minutes
	What You Can Do Notes		15 minutes
	Try It! Practice Exercises		20 minutes
	Create It Project		20 minutes
	Apply It Project		25 minutes
Lesson 2	Working with Slides	Total Time:	45 minutes
	Words to Know Vocabulary		5 minutes
	What You Can Do Notes		10 minutes
	Try It! Practice Exercises		10 minutes
	Create It Project		10 minutes
	Apply It Project		10 minutes
Lesson 3	Working with Headers, Footers, and Speaker Notes	Total Time:	90 minutes
	Words to Know Vocabulary		10 minutes
	What You Can Do Notes		15 minutes
	Try It! Practice Exercises		20 minutes
	Create It Project		20 minutes
	Apply It Project		25 minutes
Lesson 4	Inserting and Formatting Pictures	Total Time:	45 minutes
	Words to Know Vocabulary		5 minutes
	What You Can Do Notes		10 minutes
	Try It! Practice Exercises		10 minutes
	Create It Project		10 minutes
	Apply It Project		10 minutes
Lesson 5	Formatting Text	Total Time:	45 minutes
	Words to Know Vocabulary		5 minutes
	What You Can Do Notes		10 minutes
	Try It! Practice Exercises		10 minutes
	Create It Project		10 minutes

	Apply It Project		10 minutes
Lesson 6	Aligning Text	Total Time:	45 minutes
	Words to Know Vocabulary		5 minutes
	What You Can Do Notes		10 minutes
	Try It! Practice Exercises		10 minutes
	Create It Project		10 minutes
	Apply It Project		10 minutes
Lesson 7	Displaying the Presentation Outline	Total Time:	45 minutes
	Words to Know Vocabulary		5 minutes
	What You Can Do Notes		10 minutes
	Try It! Practice Exercises		10 minutes
	Create It Project		10 minutes
	Apply It Project		10 minutes
Lesson 8	Arranging Slides	Total Time:	45 minutes
	Words to Know Vocabulary		5 minutes
	What You Can Do Notes		10 minutes
	Try It! Practice Exercises		10 minutes
	Create It Project		10 minutes
	Apply It Project		10 minutes
Lesson 9	Adding Slide Transitions	Total Time:	45 minutes
	Words to Know Vocabulary		5 minutes
	What You Can Do Notes		10 minutes
	Try It! Practice Exercises		10 minutes
	Create It Project		10 minutes
	Apply It Project		10 minutes
End of Chapter Assessments		Total Time:	45 minutes
	Make it Your Own		20 minutes
	Master It		25 minutes

Chapter 2	Working with Lists and Graphs	7.5 hours	
Lesson 10	Working with Bulleted and Numbered Lists	Total Time:	45 minutes
	Words to Know Vocabulary		5 minutes
	What You Can Do Notes		10 minutes
	Try It! Practice Exercises		10 minutes
	Create It Project		10 minutes
	Apply It Project		10 minutes
Lesson 11	Using Clip Art and Pictures	Total Time:	90 minutes
	Words to Know Vocabulary		10 minutes
	What You Can Do Notes		15 minutes
	Try It! Practice Exercises		20 minutes
	Create It Project		20 minutes
	Apply It Project		25 minutes
Lesson 12	Inserting Symbols and Text Boxes	Total Time:	45 minutes
	Words to Know Vocabulary		5 minutes
	What You Can Do Notes		10 minutes
	Try It! Practice Exercises		10 minutes
	Create It Project		10 minutes
	Apply It Project		10 minutes
Lesson 13	Drawing and Formatting Shapes	Total Time:	45 minutes
	Words to Know Vocabulary		5 minutes
	What You Can Do Notes		10 minutes
	Try It! Practice Exercises		10 minutes
	Create It Project		10 minutes
	Apply It Project		10 minutes
Lesson 14	Positioning and Grouping Shapes	Total Time:	45 minutes
	Words to Know Vocabulary		5 minutes
	What You Can Do Notes		10 minutes
	Try It! Practice Exercises		10 minutes
	Create It Project		10 minutes
	Apply It Project		10 minutes

Lesson 15	Creating WordArt	Total Time:	45 minutes
	Words to Know Vocabulary		5 minutes
	What You Can Do Notes		10 minutes
	Try It! Practice Exercises		10 minutes
	Create It Project		10 minutes
	Apply It Project		10 minutes
Lesson 16	Creating SmartArt Diagrams	Total Time:	45 minutes
	Words to Know Vocabulary		5 minutes
	What You Can Do Notes		10 minutes
	Try It! Practice Exercises		10 minutes
	Create It Project		10 minutes
	Apply It Project		10 minutes
Lesson 17	Creating a Photo Album	Total Time:	45 minutes
	Words to Know Vocabulary		5 minutes
	What You Can Do Notes		10 minutes
	Try It! Practice Exercises		10 minutes
	Create It Project		10 minutes
	Apply It Project		10 minutes
End of Chapter Assessments		Total Time:	45 minutes
	Make it Your Own		20 minutes
	Master It		25 minutes
Chapter 3	Enhancing a Presentation		6.75 hours
Lesson 18	Modifying a Theme	Total Time:	45 minutes
	Words to Know Vocabulary		5 minutes
	What You Can Do Notes		10 minutes
	Try It! Practice Exercises		10 minutes
	Create It Project		10 minutes
	Apply It Project		10 minutes

Lesson 19	Modifying a Background	Total Time:	45 minutes
	Words to Know Vocabulary		5 minutes
	What You Can Do Notes		10 minutes
	Try It! Practice Exercises		10 minutes
	Create It Project		10 minutes
	Apply It Project		10 minutes
Lesson 20	Using Effects and Animations	Total Time:	90 minutes
	Words to Know Vocabulary		10 minutes
	What You Can Do Notes		15 minutes
	Try It! Practice Exercises		20 minutes
	Create It Project		20 minutes
	Apply It Project		25 minutes
Lesson 21	Creating Multimedia Presentations	Total Time:	90 minutes
	Words to Know Vocabulary		10 minutes
	What You Can Do Notes		15 minutes
	Try It! Practice Exercises		20 minutes
	Create It Project		20 minutes
	Apply It Project		25 minutes
Lesson 22	Working with Tables	Total Time:	45 minutes
	Words to Know Vocabulary		5 minutes
	What You Can Do Notes		10 minutes
	Try It! Practice Exercises		10 minutes
	Create It Project		10 minutes
	Apply It Project		10 minutes
Lesson 23	Working with Charts	Total Time:	45 minutes
	Words to Know Vocabulary		5 minutes
	What You Can Do Notes		10 minutes
	Try It! Practice Exercises		10 minutes
	Create It Project		10 minutes
	Apply It Project		10 minutes

End of Chapter Assessments		Total Time:	45 minutes
	Make it Your Own		20 minutes
	Master It		25 minutes
Chapter 4	Finalizing a Presentation	7.5 hours	
Lesson 24	Working with Slide Masters	Total Time:	90 minutes
	Words to Know Vocabulary		10 minutes
	What You Can Do Notes		15 minutes
	Try It! Practice Exercises		20 minutes
	Create It Project		20 minutes
	Apply It Project		25 minutes
Lesson 25	Using Presentation Templates and Linked Objects	Total Time:	90 minutes
	Words to Know Vocabulary		10 minutes
	What You Can Do Notes		15 minutes
	Try It! Practice Exercises		20 minutes
	Create It Project		20 minutes
	Apply It Project		25 minutes
Lesson 26	Customizing Themes and Templates	Total Time:	45 minutes
	Words to Know Vocabulary		5 minutes
	What You Can Do Notes		10 minutes
	Try It! Practice Exercises		10 minutes
	Create It Project		10 minutes
	Apply It Project		10 minutes
Lesson 27	Enhancing a Slide Show	Total Time:	45 minutes
	Words to Know Vocabulary		5 minutes
	What You Can Do Notes		10 minutes
	Try It! Practice Exercises		10 minutes
	Create It Project		10 minutes
	Apply It Project		10 minutes

Lesson 28	Preparing for a Slide Show	Total Time:	45 minutes
	Words to Know Vocabulary		5 minutes
	What You Can Do Notes		10 minutes
	Try It! Practice Exercises		10 minutes
	Create It Project		10 minutes
	Apply It Project		10 minutes
Lesson 29	Reviewing and Finalizing a Presentation	Total Time:	45 minutes
	Words to Know Vocabulary		5 minutes
	What You Can Do Notes		10 minutes
	Try It! Practice Exercises		10 minutes
	Create It Project		10 minutes
	Apply It Project		10 minutes
Lesson 30	Distributing a Presentation	Total Time:	45 minutes
	Words to Know Vocabulary		5 minutes
	What You Can Do Notes		10 minutes
	Try It! Practice Exercises		10 minutes
	Create It Project		10 minutes
	Apply It Project		10 minutes
End of Chapter Assessments		Total Time:	45 minutes
	Make it Your Own		20 minutes
	Master It		25 minutes
PowerPoint	Supplemental Lesson		1.5 hours
Lesson 1	Applying Proofing Tools	Total Time:	90 minutes
	Words to Know Vocabulary		10 minutes
	What You Can Do Notes		15 minutes
	Try It! Practice Exercises		20 minutes
	Create It Project		20 minutes
	Apply It Project		25 minutes