

<b>Basic Computer Skills</b> Username: basicskills Password: teacher	<b>Productivity</b> Username: productivity Password: teacher
Basic Components	Parts of a Spreadsheet
Basic Operations	Basic Formatting
Program Menus & Toolbars	Tables and Data
Operating Systems & Browsers	Cell Formatting
Software, Buttons, & Controls	Columns & Rows
Networking	Charts & Graphs
Printer	Formulas
Scanner	Functions, Copy & Paste
Computer Fundamentals Unit Quiz	Spreadsheet Basics Unit Quiz
Word Processing Software Unit Quiz	Spreadsheet Software Unit Quiz
Computer Basics Unit Quiz	
<b>Communication</b> Username: communication Password: teacher	<b>Planning &amp; Management</b> Username: planning Password: teacher
Spelling & Grammar Tools	Elements & Basic Design
Tabs, Spacing & Alignment	Effects & Views
Sending Email Messages	Hyperlinks
Responding to Email Messages	Lines, Lists & Structure
Elements & Basic Design	Graphics
Word Processing Software Unit Quiz	Desktop Publishing
Email Basics Unit Quiz	Databases
Presentation Software Unit Quiz	Browsing Basics
	URLs
	Presentation Software Unit Quiz
	Multimedia & Databases Unit Quiz
<b>Research</b> Username: research Password: teacher	
Browsing Basics	
URLs	
Web Searches	
Validity and Sourcing	
Web Browsing Unit Quiz	