



# **Teacher's Notes**

## **Computer Applications 1**

### **Word 2000**

**Total Hours: 25 hrs (5 weeks)**

#### **Creating and Editing a Word Document**

**LAP 1-** Creating and Editing a Word Document -- Project 1, estimated—6 hours

Filename for LAP 1: CompApps 1- Word- Lap 1

#### **Creating a Research Paper**

**LAP 2-** Creating a Research Paper-- Project 2, estimated—9 hours

Filename for LAP 2: CompApps 1- Word- Lap 2

#### **Using a Wizard to Create a Resume**

**LAP 3** –Using a Wizard to Create a Resume -Project 3, estimated—10 hours

Filename for LAP 3: CompApps 1- Word- Lap 3

#### **Resources:**

Text: Microsoft Office 2000, Introductory Concepts and Techniques: Enhanced Edition

CD: Teaching Tools: Course Technology and Instructional Materials

Note: There is student workbook available; however it was not available for LAP development.

Individual LAPS on Information Literacy, graphics, security, etc.

**This is a general overview of “Teacher Notes” that are focused around Word applications only.**

**Please refer to “Teacher’s Notes Computer Applications 1, Word--- PowerPoint---Excel---Access” overview for additional information**

#### **Assessment:**

Assessments are available for each project in three different formats: True/False; Multiple Choice and Short Answers. These assessment instruments are located on the Teaching Tools CD that each instructor should have. Assessments are located under project reinforcement. Answers for the assessment are located on the same CD.