

Delivery Plan (Weekly Lab. Syllabus)

المناهج الاسبوعي للمختبر

	Material Covered
Week 1	get started with use of computer
Week 2	Basic use of Windows operating system
Week 3	General view of Microsoft Office tools
Week 4	Getting Started with Microsoft Office Word
Week 5	Microsoft Office Word: Editing a Document and Formatting Text and Paragraphs
Week 6	Microsoft Office Word: Adding Tables and Inserting Graphic Objects
Week 7	Microsoft Office Word: Controlling Page Appearance and Proofing a Document
Week 8	Microsoft Office Excel: Getting Started with Microsoft Office Excel
Week 9	Microsoft Office Excel: Sorting, Selecting and Subtotaling data
Week 10	Microsoft Office Excel: Formulas and Functions
Week 11	Microsoft Office Excel: Worksheet Formatting and Presentation
Week 12	Microsoft Office PowerPoint: Getting Started with Microsoft Office PowerPoint
Week 13	Microsoft Office PowerPoint: Developing a PowerPoint Presentation, Adding Graphical
Week 14	Elements to Your Presentation and Modifying Objects in Your Presentation
Week 15	Microsoft Office PowerPoint: Adding Graphical Elements, tables and charts to Your