Week-7 Agenda:

1. Quick week-6 review – MS Word:
   1. MS Office
   2. MS Office 365 vs. MS Office2013/2016
   3. Templates
   4. Ribbon
   5. Backstage
   6. Quick Access Toolbar
   7. Status bar
   8. Insertion point
   9. Font type, size & color
   10. Paragraphs
   11. Alignment
   12. Copy & paste
   13. Find and replace
   14. Save vs. Save As
   15. Lists
   16. Line and paragraph spacing
2. Finish MS Word:
   1. Headers and Footers & Page numbers
   2. Dictionary
   3. AutoCorrect
   4. Spelling & Grammar
   5. Thesaurus
   6. Printing options
3. Intro to Google Docs:
   1. Similar Google Docs functions
   2. Less capabilities than MS Word
   3. Sharing options
   4. Upload MS Word file as Google Docs file
   5. Download Google Docs file to PC
4. Intro to OneDrive Word:
   1. Similar Google Docs functions
   2. Watered down version of MS Word
   3. Sharing options

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1. Demo with students:
   1. Create more complex MS Word doc
   2. Create similar Google doc
   3. Create similar OneDrive doc
   4. Etc.
2. Q&A

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1. Lab time:
   1. ??