Week-8 Agenda:

1. Quick week-7 review:
	1. MS Word:
		1. Headers and Footers & Page numbers
		2. Dictionary
		3. AutoCorrect
		4. Spelling & Grammar
		5. Thesaurus
		6. Printing options
	2. Google Docs:
		1. Similar Google Docs functions
		2. Less capabilities than MS Word
		3. Sharing options
	3. OneDrive Word:
		1. Similar Google Docs functions
		2. Watered down version of MS Word
		3. Sharing options
2. MS Excel:
	1. Quick review of Templates, Ribbon, Backstage, Quick Access Toolbar, and Status Bar
	2. Workbook
	3. Cell & cell addresses
	4. Cell size
	5. Cell content:
		1. Label/description
		2. Numbers/values
		3. Formulas/functions
	6. Merge and center
	7. Cell formatting
	8. Fill handle
	9. Excel functions (quick)
	10. Charts (quick)

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1. Demo with students:
	1. Create a simple spreadsheet (similar to hands-on-assignment)
	2. Demo adjusting cell size
	3. Demo fill handle
	4. Demo cell formatting
	5. Demo borders & highlighting titles
	6. Use Sum function to add totals
	7. Create a simple chart
	8. Etc.
2. Q&A

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1. Lab time:
	1. ??