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. ??