

# ***Career Institute Young Adult Program***

## ***Computer Skills Project***



**Project Purpose:** To set up an e-mail, demonstrate basic word competencies, test typing skills, learn to type a professional business letter and learn Microsoft Office 2007 applications. (Word, Excel and PowerPoint)

### **Goals**

- Test your typing speed to find your words per minute ratio.
- Create an email account.
- Understand the basics of Microsoft: Word, Excel, and PowerPoint.
- Create a business letter.

### **Check off list**

- Complete the Pre and Post assessment form before and after the completion of the project
- Submit a copy of a typing test certificate
- Complete the Competency Questionnaire
- Complete Microsoft Office Word 2007 questions
- Complete Microsoft Excel 2007 questions
- Complete Microsoft PowerPoint 2007 questions
- Complete the Action Plan Form
- Type the Business Letter
- Complete the Stipend Request Form

# Computer Skills Project

This project is designed to help you meet the basic Microsoft Applications Competency level & will instruct you in how to create a free email account. If you already have an email account, we ask that you complete this project to illustrate your basic understanding of how to set one up. You will be creating a business letter in proper format.

You will be asked to show how many wpm you can type, develop a basic business letter, and a one-page summary, of what you learned while completing this project. When you send your Career Mentor information about your new email account, send a copy of your action plan and the business letter explaining what you have learned. Your work must be typed and e-mailed as an attachment to your Career Mentor. It will be graded on format, grammar, and spelling.

<b>Assessment Project Goals</b>	<b>Pre</b>	<b>Post</b>
Do you know why it is important to learn the basic Microsoft Applications Competencies?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
Can you identify the basic functions of the Microsoft Applications tool bar?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
How many wpm can you type?		
Do you know the proper format for a professional business letter?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
Do you know how to set up an email account?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
Do you know how to send an email message with an attachment?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
Do you know the basic functions of the email account tool bar?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No

## Typing Test

Go to: [www.typingtest.com](http://www.typingtest.com) and click on **Start Typing Test**. Choose **Begin** and once you start typing, the test will begin timing you. It will automatically stop once the one minute has passed. You will be shown your results and have the option to print them. Print the results and staple the certificate to this project.

# Microsoft Application Competency & Email Account Questionnaire

When registering for your free email account, you must first fill in your personal information, create a password, and email address. You will receive a verification email. Please keep a copy of this verification so that you are able to log back in. Here are some web links you might consider in developing a free email account.

MSN-Hotmail, <http://memberservices.passport.net/memberservice.srf?lc>, or  
Yahoo, <http://billing.mail.yahoo.com/bm/MailReg?.v=8>.

1. What is the importance of learning the basic Microsoft Applications Competencies?
2. What are the basic functions of the Microsoft Word “tool bars?”
3. Do you know the format of a professional business letter?
4. What is your email account address?
5. Illustrate the necessary steps to create an email account. Number each step.
6. Illustrate the necessary steps to send an email message and an attachment. Number each step.
7. What are the basic functions of an email account “tool bar?”
8. What are the pros and cons of the Internet and having an email account?

# Microsoft Office Word 2007

Go to: <http://office.microsoft.com/en-us/training/HA102155661033.aspx>. Then click on “**Get to know Word 2007 I: Create your first document**”. Click on the NEXT button to watch the video. Once you have clicked on NEXT, on the left hand side click “**Change page margins**”. Listen to the video and then answer the following questions.

1) Which tabs do you need to click on in order to change the margins on your document?

2) Circle True or False.

When you select your margin type, your document will automatically adjust.

Go to: <http://office.microsoft.com/en-us/training/HA102155661033.aspx>. Scroll down to section 4 and click on “**Header and Footers Basic**” and click on NEXT. Then select “**Insert page numbers**”.

1) What are steps needed in order to add a page number to the top of your document?

2) Circle True or False.

Your page numbers are not automatically applied throughout your document.

3) You added a header to your document, and then you did some other things to the main body of the document. Now you want to make a change to the header. How do you open it for editing?

- a. Right-click in the header area of the document, and click Edit Header
- b. Double-click in the header area of the document
- c. On the Insert tab, click Header and click Edit Header at the bottom of the gallery.



## Microsoft Excel 2007



The following exercise will help you to learn more about Microsoft Excel 2007. Excel is used in many office environments, and also is necessary for some college courses. If you learn all of the basics about Microsoft Excel, you will be better equipped to enter into an office environment.

Go to: <http://office.microsoft.com/training/training.aspx?AssetID=RC100620751033>. Then click on “What’s changed and why”. Next click: “**What’s on the Ribbon?**” After watching the video, answer the questions below.

- 1) What are the three basic components to the Ribbon?
  
  
  
  
  
  
  
  
  
  
- 2) The best thing to do to get started in Excel 2007 is to go to the \_\_\_\_\_.
  - a. **View** toolbar
  - b. **Home** tab
  - c. **Microsoft Office** Button
  
  
  
  
  
  
  
  
  
  
- 3) Circle True or False.  
Some commands appear only when you need them.
  
  
  
  
  
  
  
  
  
  
- 4) List three different ways you could use Microsoft Excel:

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# Microsoft PowerPoint 2007

The following exercise will help you begin exploring Microsoft PowerPoint 2007. PowerPoint is often required for use in presentations for college courses. It is also used in office settings. Please follow the instructions below.

Go to:

<http://office.microsoft.com/training/Training.aspx?AssetID=RP100683241033&CTT=6&Origin=RC100687671033>. Click on “**Starting a new presentation**”, then read or listen to “**Choose a Theme**”.

- 1) What are the three steps to starting a new presentation?
  - 
  - 
  -
  
- 2) Where do you go to choose your theme for your PowerPoint?
  - a. Slide Show
  - b. Animations
  - c. Review
  - d. Designs

Click on “**Add slides, pick layouts**”:

- 3) Circle **True** or **False**.  
When you click on **New Slide** it opens up a new slide with no layout choices.
  
- 4) You are adding a new slide but you’re not sure yet whether you will be putting text or graphics or both on this slide. Which type of slide layout should you choose?
  - a. Title only
  - b. Title and Content
  - c. Title and Text



# Action Plan

**Project:** \_\_\_\_\_

State three things that you have learned while completing this project, and explain how you will apply them into your daily life.

Knowledge/ Skills Learned	How Will You Apply It?
1.	
2.	
3.	

# Business Letter

Begin your letter by typing today's date on the top left-hand side of the page. Type your return address, then the address to where the letter is being sent. Go down 2 spaces and type the person's name or department. Go down 2 spaces, indent 5 spaces, and begin typing your letter.

June 3, 2007

**Go down 2 spaces**

Your Name

Your Address

City, State, Zip Code

**Go down 2 spaces**

## Career Institute

\_\_\_\_\_, Career Mentor

10722 Arrow Route, Suite 808

Rancho Cucamonga, CA 91730

**Go down 2 spaces**

**Dear Career Mentor:**

**Go down 2 spaces**

Here is a sample of a basic letter that is required for this project. While completing this project, I was not aware setting up a free email account could be so easy. I now have an email account and can communicate with my family, friends, and the Career Institute Staff. I also learned more information about my typing skills. When I first enrolled into the youth program, I did not have an email account, could not type, and did not know how to create a Microsoft Word document such as a basic letter.

**Go down 2 spaces**

After completing this project, I have learned plenty of information such as how to type up a basic letter, format that letter with the tool bar, and improve my typing speed. I realized typing is like riding a bike. Once you learn you never forget. Now I am able to work with a computer, navigate the tool bar, and create a basic Microsoft Word document. While learning the Microsoft competencies, I improved my typing speed. I am hoping to further improve my typing speed by the end of the year.

**Go down 2 spaces**

All in all, I am more confident in using email such as sending an attachment or a basic email message. I now have more knowledge about computers and know how to use the keyboard. I also, now have more freedom in communicating with email and enjoy using the computer.

**Go down 2 spaces**

Sincerely,

**Go down 4 spaces**

**Julie Smith**

# Stipend Request

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Address: \_\_\_\_\_

Home Number: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Email address: \_\_\_\_\_

## Are you currently working?

Yes Where? \_\_\_\_\_

Address: \_\_\_\_\_

Supervisor: \_\_\_\_\_ Phone Number: \_\_\_\_\_

**Please attach a current pay stub**

No

## Are you attending school?

Yes Where? \_\_\_\_\_

Counselor's Name: \_\_\_\_\_

**Please attach copy of your most recent Class Schedule, Report Card or Diploma / GED**

No

Project Completed: \_\_\_\_\_

Total \_\_\_\_\_

\_\_\_\_\_  
**Participant Signature**

\_\_\_\_\_  
**Career Mentor Signature**