

Present your work in Style... (11-14 yrs)



Days	Topic	Details
Day1	Working with Word	<ol style="list-style-type: none">1. Introduction to templates2. Creating own templates3. Creating watermark4. Header/footer options5. Identify project to work6. Creating an agenda
Day2	Introduction to Excel function, formulas and Data	<ol style="list-style-type: none">1. Introduction to Excel, absolute and referential addressing2. Functions, data filter, sub totals and pivot tables3. Work with project
Day 3	Working with Powerpoint	<ol style="list-style-type: none">1. Introducing layouts, templates2. Inserting charts, pictures and hyperlinks3. Working with smart-art graphics4. Work with project
Day 4	Integrating the project	<ol style="list-style-type: none">1. Integrating and embedding in slideshow and transitioning slides2. Guidelines for good presentation3. Work with project
Day 5	Project Wrap-Up and Presentation	<ol style="list-style-type: none">1. Checklist the project before presentation2. Wrap up project3. Live presentation!