



### Weekly Breakdown

Select the number of weeks:

9.0

### TestOut Desktop Pro Plus V5 Content

Total Minutes of resources:

Weekly Minutes to cover content:

Totals

1595

177.2

### Chapter/Section Options

Select the Chapter(s)

Access
Common Office Features
Computer Essentials
Excel
Online Essentials
Outlook
PowerPoint
Word

Select the Section(s)

5.01: Introduction to Excel
5.02: Creating and Managin...
5.03: Organizing and Enteri...
5.04: Changing Properties a...
5.05: Formatting Cells
5.06: Entering Simple Form...
5.07: Using Advanced Funct...
5.08: Displaying Data in Ch...
5.09: Organizing Data in Ta...
5.10: Summarizing Complex...
5.X End-of-Chapter Exam
6.01: Introduction to Power...

Week

Wed-Wed

Week to teach content:

Cover this content during specified week:

Minutes per

Section

1st week

5.04: Changing Properties and Printing Worksheets

80

1st week

5.05: Formatting Cells

83

2nd week

5.06: Entering Simple Formulas

85

2nd week

5.07: Using Advanced Functions

88

3rd week

5.08: Displaying Data in Charts

76

3rd week

5.X End-of-Chapter Exam

60

4th week

6.02: Creating and Managing Presentations

75

4th week

6.03: Formatting Textual Content

81

4th week

6.04: Designing Slides

76

5th week

6.05: Using the Slide Master

77

5th week

6.06: Formatting SmartArt and Shapes

77

6th week

6.07: Formatting Tables and Charts

77

6th week

6.08: Formatting Pictures and Other Media

79

7th week

6.09: Applying Animations and Transitions

77

7th week

6.X End-of-Chapter Exam

60

7th week

7.01: Introduction to Access

9

7th week

7.02: Managing Databases

56

8th week

7.03: Designing and Creating Tables

85

8th week

7.04: Using Simple Queries

78

9th week

7.05: Creating Forms

76

9th week

7.06: Creating Reports

80

9th week

7.X End-of-Chapter Exam

60

Grand Total

1595