



# Teacher's Notes Computer Applications I

## Introduction to Microsoft Windows 2000 and Office 2000

**Total Hours: 2-3 hours**

### Introduction to Windows 2000 Professional and Office

**LAP 1-** Introduction to Windows 2000 Professional and Office 2000 -- Project 1, estimated—2-3 hours

Filename for LAP 1: CompApps I-Introduction-Win-LAP 1-TN

### **Resources:**

Text: Microsoft Office 2000, Introductory Concepts and Techniques: Enhanced Edition

CD: Teaching Tools: Course Technology and Instructional Materials

Note: There is student workbook available; however it was not available for LAP development.  
Individual LAPS on Information Literacy, graphics, security, etc.