This course covers computer business applications used in today’s businesses to create, edit, and format various documents, spreadsheets, databases, and presentations. Learn how to create professional-looking documents using WORD; develop and create spreadsheets with formulas and charts using EXCEL; create slide show presentations with multimedia effects using POWERPOINT; design, create, and organize data with tables, queries, forms, and reports using ACCESS; integrate files and data among WORD, EXCEL, ACCESS, and POWERPOINT. This course, together with CBA G183, reviews the skills needed to prepare for the Core Microsoft Office Specialist (MOS) Exams for Word, Excel, Access, and PowerPoint. ADVISORY: Proper keyboarding and basic computer skills are suggested.
Legal Secretary/Assistant (Associate in Arts)
Legal Secretary/Assistant (Certificate of Achievement)
Microsoft Office (Certificate of Specialization)

GE AND TRANSFER REQUIREMENTS MET:

COURSE LEVEL STUDENT LEARNING OUTCOME(S) Supported by this course:

1. implement basic computing concepts and principles, and successfully utilize common software applications.
2. create, edit, and format documents using Microsoft WORD.
3. create and construct worksheets using formulas and functions and inserting charts using Microsoft EXCEL.
4. create tables, queries, forms, and reports using Microsoft ACCESS.
5. create, edit, and format a presentation and apply transitions using Microsoft POWERPOINT.
6. integrate data, charts, and objects among Word, Excel, Access, and PowerPoint applications.

COURSE OBJECTIVES:

1. Create, edit, and format documents using Microsoft WORD.
2. Create and construct worksheets using formulas and functions and inserting charts using Microsoft EXCEL.
3. Create tables, queries, forms, and reports using Microsoft ACCESS.
4. Create, edit, and format a presentation and apply transitions using Microsoft POWERPOINT.
5. Integrate data, charts, and objects among Word, Excel, Access, and PowerPoint applications.

COURSE CONTENT:

LECTURE CONTENT:

A. Creating Documents with Microsoft Word
   1. Create a New Document and Insert Text
   2. Insert and Format Graphics
   3. Insert and Modify Text Boxes and Shapes
   4. Preview and Print a Document
   5. Change Document and Paragraph Layout
   6. Create and Modify Lists
   7. Set and Modify Tab Stops
   8. Insert a SmartArt Graphic

B. Using Tables and Templates to Create Resume and Cover Letters
   1. Create a Table
   2. Add Text to a Table
   3. Format a Table
   4. Create a New Document from an Existing Document
   5. Change and Reorganize Text
   6. Use the Proofing Options
   7. Create a Document Using a Template

C. Creating Research Papers, Newsletters, and Merged Mailing Labels
   1. Creating a Research Paper
   2. Insert Footnotes in a Research Paper
   3. Create Citations and a Bibliography in a Research Paper
   4. Format a Multiple-Column Newsletter
   5. Use Special Character and Paragraph Formatting
   6. Create Mailing Labels Using Mail Merge
D. Creating a Worksheet and Charting Data
   1. Create, Save, and Navigate an Excel Workbook
   2. Enter Data in a Worksheet
   3. Construct and Copy Formulas and Use the SUM Function
   4. Format Cells with Merge & Center and Cell Styles
   5. Chart Data to Create a Column Chart and Insert Sparklines
   6. Print, Display Formulas, and Close Excel
   7. Check Spelling in a Worksheet
   8. Enter Data by Range
   9. Construct Formulas for Mathematical Operations
  10. Edit Values in a Worksheet
  11. Format a Worksheet

E. Using Functions, Creating Tables, and Managing Large Workbooks
   1. Use the SUM, AVERAGE, MEDIAN, MIN, and MAX Functions
   2. Move Data, Resolve Error Messages, and Rotate Text
   3. Use COUNTIF and IF Functions and Apply Conditional Formatting
   4. Use Date & Time Functions and Freeze Panes
   5. Create, Sort, and Filter an Excel Table
   6. Format and Print a Large Worksheet
   7. Navigate a Workbook and Rename Worksheets
   8. Enter Dates, Clear Contents, and Clear Formats
   9. Copy and Paste by Using the Paste Options Gallery
  10. Edit and Format Multiple Worksheets at the Same Time
  11. Create a Summary Sheet with Column Sparklines
  12. Format and Print Multiple Worksheets in a Workbook

F. Analyzing Data with Pie Charts, Line Charts, and What-If Analysis Tools
   1. Chart Data with a Pie Chart
   2. Format a Pie Chart
   3. Edit a Workbook and Update a Chart
   4. Use Goal Seek to Perform What-If Analysis
   5. Design a Worksheet for What-If Analysis
   6. Answer What-If Questions by Changing Values in a Worksheet
   7. Chart Data with a Line Chart

G. Getting Started with Access Databases
   1. Identify Good Database Design
   2. Create a Table and Define Fields in a New Database
   3. Change the Structure of Tables and Add a Second Table
   4. Create and Use a Query, Form, and Report
   5. Save and Close a Database
   6. Create a Database Using a Template
   7. Organize Objects in the Navigation Pane
   8. Create a New Table in a Database Created with a Template
   9. Print a Report and a Table in a Database Created with a Template

H. Sort and Query a Database
   1. Open an Existing Database
   2. Create Table Relationships
   3. Sort Records in a Table
   4. Create a Query in Design View
   5. Create a New Query from an Existing Query
   6. Sort Query Results
7. Specify Criteria in a Query
8. Specify Numeric Criteria in a Query
9. Use Compound Criteria
10. Create a Query Based on More Than One Table
11. Use Wildcards in a Query
12. Use Calculated Fields in a Query
13. Calculate Statistics and Group Data in a Query
14. Create a Crosstab Query

I. Forms, Filters, and Reports
1. Create and Use a Form to Add and Delete Records
2. Create a Form by Using the Form Wizard
3. Modify a Form in Layout View and in Design View
4. Filter Records
5. Create a Report by Using the Report Tool
6. Create Reports by Using the Blank Report Tool and the Report Wizard
7. Modify the Design of a Report
8. Print a Report and Keep Data Together

J. Getting Started with Microsoft Office PowerPoint
1. Create a New Presentation
2. Edit a Presentation in Normal View
3. Add Pictures to a Presentation
4. Print and View a Presentation
5. Edit an Existing Presentation
6. Format a Presentation
7. Use Slide Sorter View
8. Apply Slide Transitions

K. Formatting PowerPoint Presentations
1. Format Numbered and Bulleted Lists
2. Insert Clip Art
3. Insert Text Boxes and Shapes
4. Format Objects
5. Remove Picture Backgrounds and Insert WordArt
6. Create and Format a SmartArt Graphic

L. Enhancing a Presentation with Animation, Video, Tables, and Charts
1. Customize Slide Backgrounds and Themes
2. Animate a Slide Show
3. Insert a Video
4. Create and Modify Tables
5. Create and Modify Charts

M. Integrated Projects 2010
1. Export Access Data to Excel
2. Create an Excel Worksheet from a Word Table
3. Copy and Paste an Excel Chart into Other Programs
4. Copy and Paste an Object from PowerPoint into Excel
5. Link Excel Data to a Word Document
6. Modify Linked Data and Update Links
7. Create a Table in Word from Access Data
8. Use Access Data to Complete a Mail Merge in Word
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METHODS OF INSTRUCTION:
   A. Lecture:
   B. Lab:
   C. Online:
   D. Independent Study:

INSTRUCTIONAL TECHNIQUES:

COURSE ASSIGNMENTS:
   Reading Assignments
   Textbook
   SimNet for Office 2010 (optional)

Out-of-class Assignments
   Additional projects may be assigned and completed to further demonstrate competence in using
   OFFICE.

Writing Assignments
   Hands-on projects will be completed to demonstrate technology competencies using software
   applications to create professional-looking documents, spreadsheets, databases, and on-screen
   slide presentations.

METHODS OF STUDENT EVALUATION:
   Midterm Exam
   Final Exam
   Short Quizzes
   Written Assignments
   Objective Examinations
Demonstration of Critical Thinking:

As students create various documents using MS OFFICE 2010 commands, they must explore, plan, and manage activities to develop a solution or complete a project.

Required Writing, Problem Solving, Skills Demonstration:

Hands-on projects will be completed to demonstrate technology competencies using software applications to create professional-looking documents, spreadsheets, databases, and on-screen slide presentations.

TEXTS, READINGS, AND RESOURCES:

TextBooks:

Other:
1. Handouts
2. Disks
3. Printer Paper
4. Zip Disk

LIBRARY:

Adequate library resources include:

Comments:

Attachments:

[Attached Files]