

Course Title Microsoft Office I

Revision 06-07

Department Career & Technical / Business

Course Length 1-2 Semesters

Course Description:

Welcome to the world of Microsoft Office (WORD, EXCEL, and POWERPOINT)! This class provides students the opportunity to learn and practice introductory applications in word processing, spreadsheet, Internet, and multimedia presentations, and then utilize these skills to create individual presentations integrating all programs.

Course Outcomes/Standards:

Outcome 1. Define the term computer and discuss the four basic computer operations: input, processing, output, and storage.

National Standards for Business Education (NBEA): None

AK Performance Standards: Reading, Writing, Math – M.E.1

AK Content Standards: EA1, 7; Technology

AK Employability Standards:

AK Cultural Standards

All Aspects of Industry: Management, Community, Technology, Work habits, Production Skills, Labor

- 1.1 Define data and information
- 1.2 Explain the principal components of the computer and their use
- 1.3 Describe the use of storage media
- 1.4 Discuss computer software and explain the difference between system software and application software

Outcome 2. Understand how to and use the computer's operating system.

National Standards for Business Education (NBEA):

AK Performance Standards: Reading, Writing, Math – M.E.1

AK Content Standards: EA1, 7; Technology

AK Employability Standards

AK Cultural Standards

All Aspects of Industry:

- 2.1 Launch Microsoft Windows Explorer
- 2.2 Copy, move, rename and delete files
- 2.3 Use Help and Support
- 2.4 Move, size, and scroll a window
- 2.5 Use Windows Explorer to organize folders and submit assignments

Outcome 3. Create and Edit Word Documents

National Standards for Business Education (NBEA):

AK Performance Standards: Reading, Writing, Math – M.E.1

AK Content Standards: EA1, 7; Technology

AK Employability Standards: A1, 2

AK Cultural Standards

All Aspects of Industry: Management, Community, Technology, Work Habits, Production Skills, Labor

- 3.1 Creating and Editing a Word Document
- 3.2 Start, customize, and quit Word
- 3.3 Enter text in a document
- 3.4 Check spelling and grammar as you type
- 3.5 Save a document
- 3.6 Format text and paragraphs
- 3.7 Word-wrap text as you type
- 3.8 Change font, size, style, and alignment of text
- 3.9 Undo and redo commands or actions
- 3.10 Insert clip art in a document
- 3.11 Resize and realign a graphic
- 3.12 Print a document
- 3.13 Proof a document
- 3.14 Use Word's Help to answer questions

Outcome 4. Create Research Papers (using correct documentation style(s)).

National Standards for Business Education (NBEA):

AK Performance Standards: Reading, Writing, Math – M.E.1

AK Content Standards: EA1, 7; Technology

AK Employability Standards

AK Cultural Standards

All Aspects of Industry: Management, Community, Technology, Work Habits, Production Skills, Labor

- 4.1 Creating a Research Paper
- 4.2 Describe the MLA documentation style for research papers
- 4.3 Change margin settings and line spacing in a document
- 4.4 Use a header to number pages of a document
- 4.5 Apply formatting using shortcut keys
- 4.6 Modify paragraph indentation
- 4.7 Add a footnote to a document
- 4.8 Count the words in a document
- 4.9 Insert a manual page break
- 4.10 Create a hyperlink
- 4.11 Sort selected paragraphs

- 4.12 Proof and revise a document
- 4.13 Display the Web page associated with a hyperlink
- 4.14 Email a copy of a document
- 4.15 Use the Research task pane to locate information

Outcome 5. Use Word Wizards and Create a Resume and a Cover Letter w/ a Table.

National Standards for Business Education (NBEA):

AK Performance Standards: Reading, Writing, Math – M.E.1

AK Content Standards: EA1, 7; Technology

AK Employability Standards: A3

AK Cultural Standards

All Aspects of Industry: Management, Community, Technology, Work Habits, Production Skills, Labor

- 5.1 Creating a Resume Using a wizard and a Cover Letter w/ a Table
- 5.2 Create a resume using Word's Resume Wizard
- 5.3 Fill in a document template
- 5.4 Use print preview to view and print a document
- 5.5 Set and use tab stops
- 5.6 Collect and paste using the Clipboard task pane
- 5.7 Format paragraphs and characters
- 5.8 Remove formatting from text
- 5.9 Identify the components of a business letter
- 5.10 Insert the current date
- 5.11 Create and insert an AutoText entry
- 5.12 Insert a Word table, enter data into the table, and format the table
- 5.13 Address and print an envelope
- 5.14 Work w/ smart tags
- 5.15 Modify file properties

Outcome 6. Create Web Pages Using Word

National Standards for Business Education (NBEA):

AK Performance Standards: Reading, Writing, Math – M.E.1

AK Content Standards: EA1, 7; Technology

AK Employability Standards

AK Cultural Standards

All Aspects of Industry: Management, Community, Technology, Work Habits, Production Skills, Labor

- 6.1 Creating Web Pages Using Word
- 6.2 Save a Word document as a Web page
- 6.3 Format and preview a Web page
- 6.4 Create and modify a frames page
- 6.5 Insert and modify hyperlinks

Outcome 7. Create a Worksheet and an Embedded Chart

National Standards for Business Education (NBEA):

AK Performance Standards: Reading, Writing, Math – M.E.1

AK Content Standards: EA1, 7; Technology

AK Employability Standards

AK Cultural Standards

All Aspects of Industry: Management, Community, Technology, Work Habits, Production Skills, Labor

- 7.1 Start and Quit Excel
- 7.2 Describe the Excel worksheet
- 7.3 Enter text and numbers
- 7.4 Use the AutoSum button to sum a range of cells
- 7.5 Copy a cell to a range of cells using the fill handle
- 7.6 Format a worksheet
- 7.7 Create a 3-D Clustered column chart
- 7.8 Save a workbook and print a worksheet
- 7.9 Open a workbook
- 7.10 Use the AutoCalculate area to determine statistics
- 7.11 Correct errors on a worksheet
- 7.12 Use the Excel Help system to answer questions.

Outcome 8. Use formulas, functions, formatting and Web Queries

National Standards for Business Education (NBEA):

AK Performance Standards: Reading, Writing, Math – M.E.1

AK Content Standards: EA1, 7; Technology

AK Employability Standards

AK Cultural Standards

All Aspects of Industry: Management, Community, Technology, Work Habits, Production Skills, Labor

- 8.1 Enter formulas using the keyboard and point mode
- 8.2 Recognize smart tags and options buttons
- 8.3 Apply the AVERAGE, MAX, and MIN functions
- 8.4 Verify a formula using Range Finder
- 8.5 Format a worksheet using buttons and commands
- 8.6 Add conditional formatting to a range of cells
- 8.7 Change the width of a column and height of a row
- 8.8 Check the spelling of worksheet
- 8.9 Preview how a printed copy of the worksheet will look
- 8.10 Print a partial or complete worksheet
- 8.11 Display and print the formulas version of a worksheet
- 8.12 Use a Web query to get real-time data from a Web site

- 8.13 Rename sheets in a workbook
- 8.14 E-mail the active workbook from within Excel

Outcome 9. Use What-If Analysis, Charting, and Working with Large Worksheets

National Standards for Business Education (NBEA):

AK Performance Standards: Reading, Writing, Math – M.E.1

AK Content Standards: EA1, 7; Technology

AK Employability Standards

AK Cultural Standards

All Aspects of Industry:

- 9.1 Rotate text in a cell
- 9.2 Create a series of month names
- 9.3 Use the Format Painter button to format cells
- 9.4 Copy, paste, insert, and delete cells
- 9.5 Format numbers using format symbols
- 9.6 Freeze and unfreeze titles
- 9.7 Show and format the system date
- 9.8 Use absolute cell references in a formula
- 9.9 Use the IF function to perform a logical test
- 9.10 Show and dock toolbars
- 9.11 Create a 3_d Pie chart on a separate chart sheet
- 9.12 Color and rearrange worksheet tabs
- 9.13 Change the worksheet view
- 9.14 Goal seek to answer what-if questions

Outcome 10. Create Static and Dynamic Web Pages Using Excel

National Standards for Business Education (NBEA):

AK Performance Standards: Reading, Writing, Math – M.E.1

AK Content Standards: EA1, 7; Technology

AK Employability Standards

AK Cultural Standards

All Aspects of Industry: Management, Community, Technology, Work Habits, Production Skills, Labor

- 10.1 Publish a worksheet and chart as a static or a dynamic Web page
- 10.2 Display Web pages published in Excel in a browser
- 10.3 Manipulate the data in a published Web page using a browser
- 10.4 Complete file management tasks within Excel

Outcome 11. Use a Design Template and Text Slide Layout to Create a Presentation

National Standards for Business Education (NBEA):
AK Performance Standards: Reading, Writing, Math – M.E.1
AK Content Standards: EA1, 7; Technology
AK Employability Standards: B2
AK Cultural Standards
All Aspects of Industry:

- 11.1 Start and customize PowerPoint
- 11.2 Describe the PowerPoint window
- 11.3 Select a design template
- 11.4 Create a title slide and text slides with single- and multi-level bulleted lists
- 11.5 Change the font size and font style
- 11.6 Save a presentation
- 11.7 End a slide show with a black slide
- 11.8 View a presentation in slide show view
- 11.9 Quit PowerPoint and then open a presentation
- 11.10 Display and print a presentation in black and white
- 11.11 Use the PowerPoint Help system

Outcome 12. Use the outline Tab and Clip Art to Create a Slide Show

National Standards for Business Education (NBEA):
AK Performance Standards: Reading, Writing, Math – M.E.1
AK Content Standards: EA1, 7; Technology
AK Employability Standards
AK Cultural Standards
All Aspects of Industry:

- 12.1 Start and customize a new slide show from an outline
- 12.2 Add a slide and create a closing slide on the Outline tab
- 12.3 Create text slides with multi-level bulleted lists on the Outline tab
- 12.4 Save and review a presentation
- 12.5 Insert and move clip art and change its size
- 12.6 Add a header and footer to outline pages
- 12.7 Animate clip art
- 12.8 Add an animation scheme and run an animated slide show
- 12.9 Print a presentation outline
- 12.10 E-mail a slide show from within PowerPoint

Outcome 13. Create a Presentation on the Web Using PowerPoint

National Standards for Business Education (NBEA):
AK Performance Standards: Reading, Writing, Math – M.E.1
AK Content Standards: EA1, 7; Technology
AK Employability Standards
AK Cultural Standards

All Aspects of Industry: Management, Community, Technology, Work Habits, Production Skills, Labor

- 13.1 Preview and save a presentation as a Web page
- 13.2 Create a new folder using file management tools
- 13.3 View a Web page using a browser
- 13.4 Edit the Web page content through a browser
- 13.5 Publish a presentation as a Web page

INSTRUCTIONAL MATERIALS:

Textbook Shelly, Gary B., Thomas J. Cashman and Misty E. Vermaat. Shelly Cashman Series® *Microsoft Office 2003 Introductory Concepts and Techniques*. Boston: Thomson Course Technology, 2004.

Shelly Cashman Series®. *Instructor Resources Microsoft® Office 2003, Version 3 CD*, Thomson Course Technology, 2004.

SAM 2003.5 Assessment and Training provides testing in preparation for the Microsoft Office Specialist Exam.

TECHNOLOGY RESOURCES:

Computers
Flash Drive
Digital Projector
Internet