

Office XP

I. Course Description:

This ten unit course is designed to give the beginning learner a survey of the various features of Office XP applications and their use in all aspects of communication. The student will learn the basics of opening files, saving files, printing files, how to use the help system, how to create a simple document, how to use editing tools, how to format in Word, the special features of Microsoft Word. In Part 3 the student will learn all aspects of Excel and in Part 4 the student will learn a simple way to use PowerPoint. In part 5, the students learns about Microsoft Outlook and in part 6 the student learns the friendly, yet powerful, Microsoft Access. As an additional part of the course, if time permits, the student can learn Microsoft Front Page.

II. Goals and Objectives

First Semester

1. Student will be able to open a new or existing office document.
2. Learn how to use and identify the Office Short Cut Bar and Icons.
3. Be able to demonstrate competence in using the Office Taskbar
4. B able to demonstrate how to resize multiple windows.
5. Be able to demonstrate how to open a new file and existing file.
6. Show competence in saving files.
7. Produce a document, save it, and print it correctly.
8. Demonstrate the use of shortcut keys to access help on the computer
9. Be able to demonstrate how to search through help clicking through several windows.
10. Correctly identify a majority of task bars on the Word Window.
11. Demonstrate the use of opening the menu commands list.
12. Demonstrate competence using a template.
13. Be able to use AutoText correctly.
14. Identify common editing and navigation keys
15. Demonstrate the ability to edit marking a section of text as a block and moving it, reformatting it, deleting it, or copying and pasting it.
16. Identify additional features which are located in the Find and Replace dialog box under "More."
17. Demonstrate ability to run spellchecker correctly on an entire document.
18. Use AutoFormat correctly for an assignment.
19. Learn the correct usage of the Font dialog box.
20. Be able to change indents, spacing and change page margins along with learning how to use the tabs dialog box.
21. Demonstrate the sue of bulleted and numbered lists.
22. Create a table with the insert table tool
23. Create multiple columns in a word document.
24. Apply styles & templates to a word document.
25. Insert a header or footer on a word document.
26. Insert graphics on a word document.
27. Import a file on to a word document.
28. Draw a diagram on the word document.
29. Create and save a spreadsheet on Excel.

30. Correctly use the Formula Bar on Excel.
31. Correctly edit, format and print a spreadsheet on Excel.
32. Correctly copy and paste cells and ranges on a spreadsheet.
33. Be able to chart spreadsheet data
34. MIDTERM EXAM - Portfolio of all previous assignments saved on disk or

SECOND SEMESTER:

The Student will:

1. Create a presentation from start to finish using Microsoft PowerPoint as part of the final portfolio.
2. Learn to animate and time the PowerPoint presentation.
3. Learn how to use Outlook for organizational skill effectiveness.
4. Learn how to use Microsoft Access and become familiar with all the features of the application.
5. Create a database assignment as part of the final portfolio.
6. (Optional) Web pages with Microsoft FrontPage.

II. COURSE OUTLINE:

- A. FIRST SEMESTER - Part I Microsoft Office XP Basics, Part II Word Power, Made Simple, and Part III Excel the Easy Way. Midterm Exam
- B. SECOND SEMESTER - Part IV Simply PowerPoint, Part V Organize with Microsoft Outlook, Part VI Managing Data with Microsoft Access, and optional VII Fast Web pages with Microsoft FrontPage

III. INSTRUCTIONAL MATERIALS:

- A. FasterSmarter: Microsoft Office XP by Katherine Murray.
- B. Computer
- C. ReadWritable Disks or CD's for portfolio to be presented at the mid and end of the course

IV. TEACHING METHODS:

- A. Hands on Application
- B. Demonstration
- C. Direct Instruction

V. EVALUATION:

A. Components

1. Assignments on Computer
2. Portfolio presentation
3. Rubric for grading based on percentage score of computer assignments and final portfolio.

B. Grading Scale

1. 90%-100% = A
2. 80%-89% = B
3. 70%-79% = C
4. 60%-69% = D
5. 59% or below = F