

NASSAU BOCES - ADULT EVENING PROGRAM
Joseph M. Barry Career & Technical Education Center
1196 Prospect Ave.
Westbury, NY 11590

COURSE OUTLINE

Course Name	Microsoft Office I
Weeks	10
Sessions	20
Days/Time	Mon/Wed 7-10 pm
Instructor	Eileen Malin
Required Textbook	Welcome to Microsoft Office 2003, Labyrinth Publishers
Prerequisites:	None
Adult Evening Office:	(516) 622-6950

Course Overview:

This course is an ideal introductory course for those individuals who are unfamiliar with personal computers. It provides a foundation for understanding the operation of the PC. The course will cover the fundamentals in word processing (Word), spreadsheet operations (Excel), basic computer graphs (PowerPoint) and database operations (Access). This is a Nassau BOCES **Green Certified** course.

Microsoft Office Specialist Certificate: Requires completion of Microsoft Office I and Microsoft Office II for a total of 120 hours.

Course Topics

Session 1	Green Technology and Introduction to the computer- hardware, software
Session 2	Word-text pp.1-25; insert text, save, print, autocorrect, spell-check, help
Session 3	Word-text pp 35-71; selecting, cut, copy, paste, editing, formatting, find
Session 4	Word-text pp. 72-87; word art, clip art, sizing/moving objects, alignment
Session 5	Word-text pp.90-97; handouts-create tables, add row/column, merge
Session 6	Word-handouts-tables, resume wizard, templates
Session 7	Word-handouts-mail merge
Session 8	Word-Quiz; Excel- text pp. 99-121 Topics: edit sheet, freeze titles, sort, cut/copy
Session 9	Excel-text pp.125-149; Topics: formulas, copying formulas, functions, charting
Session 10	Excel-text pp. 150-157 Skill Builders, handouts-function button- PMT, NOW
Session 11	Excel-handouts-formatting, add graphics, create series, fill handle, page setup
Session 12	Excel-handouts-more functions IF, SUMIF, filters
Session 13	Excel Quiz; Access- text pp.161-184 creating tables, entering records
Session 14	Access- handouts- input mask, look up fields, form design and wizard
Session 15	Access- handouts- auto report, report wizard and design,
Session 16	Access- handouts-create and run queries, switchboard
Session 17	Access-Quiz; PowerPoint- text pp.193-225-set up slides, design templates
Session 18	PowerPoint- handouts-transitions, animations, automate slideshow
Session 19	PowerPoint-handouts- insert videos/music, create photo albums
Session 20	PowerPoint Quiz; Office Integration-output from