

# OFFICE APPLICATIONS

This course provides instruction in the Vista Operating System and Microsoft Office 2007. It is a one-semester course designed to enable students to master fundamental computer skills necessary in college and business. Students use Microsoft Office 2007 to create professional formats. Topics in MS Word, MS Excel, MS PowerPoint, and MS Access are covered in project form and include creating and editing files such as research papers and resumes using wizards (templates) in the instruction process. Other projects include creating workbooks of worksheets with embedded charts, formulas, functions, formatting and Web queries; creating presentations with bulleted lists, illustrations and shapes; database creation, querying, and maintenance.

- ✓ Develop working habits that are important to success in school and business.
  - ✓ Develop proofreading techniques.
  - ✓ Develop speed and accuracy in using the computer keyboard.
    - ✓ Learning the basics of Microsoft Office 2007.
    - ✓ Process documents that are acceptable in format.
- ✓ Develop the ability to use automatic features the computer equipment provides to perform various editing functions.
- ✓ This course provides instruction in the Vista Operating System and Microsoft Office 2007.
  - ✓ Speed and Accuracy development (ongoing)
- ✓ MS Word - Creating and Editing a Word Document – Announcement
  - ✓ MS Word - Creating a Research Paper
  - ✓ MS Word - Creating a Resume and a Cover Letter
- ✓ MS Excel - Creating a Worksheet and an Embedded Chart
- ✓ MS Excel - Formulas, Functions, Formatting and Web Queries
- ✓ MS Excel - What-If Analysis, Charting, and Working with Large Worksheets
- ✓ MS-PowerPoint 2007-Creating and Editing a Presentation
- ✓ MS-PowerPoint 2007-Creating a Presentation with Illustrations and Shapes
  - ✓ Microsoft Access 2007-Creating and Using a Database
  - ✓ Microsoft Access 2007-Querying a Database
  - ✓ Microsoft Access 2007-Maintaining a Database



In this class, I expect to earn an A.