Course Title: Microsoft Office Systems

Course Description:
An introduction to basic components of Microsoft Office: Word, Access, Excel, and PowerPoint. This course is designed for beginners. Learn about the features common to all Office products and use "basic" features in Word and PowerPoint to prepare and edit documents and presentations. Using Excel, you will create worksheets with simple functions, formulas and charts. Use Access to organize and manage data. Learn about integration features of Office.

Course Prerequisite(s):
Microsoft Windows

Course Objectives:
1. Learn features common to all Office products and use "basic" features in Word and PowerPoint to prepare and edit documents and presentations
2. Using Excel, create worksheets with simple functions, formulas and charts
3. Using Access, organize and manage data
4. Learn about integration features of Office

Textbook(s):
Welcome to Microsoft Office 2013
Labyrinth Learning
ISBN: 978-159136-659-1

Next Class Possibilities:
Microsoft Word I, Microsoft Excel I, Microsoft PowerPoint I, Microsoft Access I

Lesson Plan – by week or session
Session 1: Word – Working with Word Basics
- Discovering Just How Suite it is Defining Word
- Introducing the Ribbon
- Introducing Toolbars
- Opening Documents
- Recognizing Different Mouse Pointer Shapes
- Navigating in a Word Document
- Closing documents

Session 2: Word – Writing a Letter and a Resume
- Typing a Cover Letter
- Saving a Document
- Printing a Document
- Using a Word Table to Organize a Resume
- Creating an Envelope
Session 3: **Word – Editing the Business Etiquette**
- Selecting Text
- Editing Techniques
- Moving and Copying Text
- Working with Spell Check
- Finding and Replacing Text

Session 4: **Word – Encouraging Recycling with Flyers**
- Formatting with the Ribbon
- Formatting with the Mini Toolbar
- Using Live Preview with Galleries
- Saving a Document to a New Folder
- Setting Paragraph Alignment
- Creating WordArt
- Using Clip Art
- Cropping Clip Art Images

Session 5: **Excel – Tracking Firefighter Training**
- Understanding Excel
- Navigating in a Spreadsheet
- Entering Data in a Spreadsheet
- Editing in Excel
- Working with Ranges of Cells
- Moving and Copying Data
- Sorting Data
- Working with Columns and Rows

Session 6: **Excel – Budgeting with Calculations and Charts**
- Defining Formulas
- Using Built-in Functions
- Copying Formulas and Functions
- Using Charts to Visualize Data

Session 7: **PowerPoint – Creating Powerful Presentations**
- Presenting PowerPoint
- Using PowerPoint Views
- Creating a Presentation
- Delivering a Slide Show

Session 8: **Access – Accessing Raritan Clinic East**
- Defining Access Databases
- Exploring the Access Environment
- Identifying Elements of the Access Window
- Identifying Features of the Database Window
- Creating Tables in Datasheet View
- Previewing and Printing Data
- Closing a Database and Exiting Access