

Computer Class Course Descriptions

Microsoft Word 2007, Beginning

Getting Started

- Starting Word, the Word application window
- using the Word menu system, Microsoft Office button, quick access toolbar
- displaying help information
- exiting from Word
- Creating a document, resetting the working folder, entering text, saving and printing a document, examining document properties, and closing a file
- Editing a document
- reopening a file
- moving the insertion point - selecting text
- inserting the current date and inserting text /deleting text
- reversing an edit operation
- finding and finding and replacing text in a document, moving a text block
- copying a text block
- displaying a document in full-screen mode
- Formatting a document
- applying attributes to text, applying a new font and font size to text
- simultaneously applying multiple font options to text
- indenting a paragraph, formatting existing text
- resetting line and paragraph spacing and alignment, and margins in a document
- resetting the document page orientation
- setting and clearing tab stops in a document and using decimal tab stops
- creating a bulleted/numbered list
- inserting a hard page break/creating a multiple-page document
- Using Word's writing
- using a Word template to create a document
- inserting symbols and special characters into a document
- printing an envelope and a label
- using full screen reading view

Microsoft Word 2007, Intermediate

Intermediate editing and formatting techniques

- finding and replacing formatting and special characters in a document
- adding special effects to text
- entering hidden text into a document
- adjusting character spacing in a document
- creating a multiple-section document
- revealing and clearing formatting in a document

Setting up a table

- inserting a table in a document
- formatting a table
- inserting and deleting rows/columns in a table
- converting text to a table
- using the table styles in the design tab
- creating parallel columns in a document
- creating, editing and restructuring newsletter-style columns in a document

Creating charts and diagrams

- inserting a chart into a document
- modifying a chart
- inserting a diagram into a document

Using styles

- applying styles to text
- modifying a style using list and table styles

Setting up an outline document

- formatting a document for outline view
- working in outline view

Producing a report

- adding a border and shading to text
- adding a header/footer to a document
- adding page numbers to a document
- printing specific pages of a document

Additional Intermediate Word features

- inserting a picture into a document
- creating a drawing in a document
- inserting a hyperlink into a document
- creating a blog
- splitting the document window/opening a new document window

Prerequisites: *Word 2007, Introduction or equivalent experience.*

Microsoft Word 2007, Advanced

Not Available At This Time

Prerequisites: *Word 2007, Intermediate or equivalent experience.*

Microsoft Excel 2007, Introduction

Getting started

- what is Excel?, starting Excel, the Excel application window
- using the Excel menu system, using the Microsoft Office Button
- using the Quick Access Toolbar
- displaying help information
- exiting from Excel

Modifying an existing worksheet

- moving the cell pointer
- reversing an edit operation, saving a workbook
- Changing/adding data to a worksheet
- entering a formula into a worksheet
- adjusting column width/row height
- printing a worksheet

Building a new worksheet

- opening a new workbook
- using the spelling checker

Editing a worksheet

- working in edit mode
- selecting ranges in a worksheet
- using autofill and autosum
- copying cells, moving cells, clearing cells
- inserting and deleting rows and columns
- inserting and deleting a range of cells

Formatting a worksheet

- resetting the alignment of cell entries
- resetting font options for cell entries
- resetting the number format of cell entries
- adding borders and shading to a worksheet

Enhancing a worksheet printout

- changing the page setup for a worksheet
- previewing a worksheet
- inserting a manual page break into a worksheet/including print titles in a printout
- printing selected worksheet entries

Using Excel functions

- what is a function? using the SUM, AVERAGE, MAX and MIN and COUNT functions
- using the insert function button

Microsoft Excel 2007, Intermediate

Intermediate editing and formatting techniques

- finding/finding and replacing a specific entry in a worksheet
- creating a new style/applying a style
- using options in the paste special dialog box
- using alignment options

Using absolute cell references

- entering an absolute column/row cell reference into a formula

Using logical functions

- using the IF function, nesting IF functions

Using financial functions

- using the PMT function, using the FV function

Using date/time functions

- using the DATE or NOW function

Creating a chart

- Plotting, modifying and enhancing a chart
- previewing and printing a chart
- including non-contiguous data ranges in a chart

Working with a list

- sorting and filtering the records of a list

Linking worksheets within a workbook

- renaming worksheets in a workbook
- moving the cell pointer from one worksheet to another
- inserting and deleting worksheets
- entering a formula to link related worksheets
- formatting multiple worksheets
- previewing and printing multiple worksheets

Controlling the worksheet display

- splitting the workbook window into panes, freezing window panes
- hiding rows and columns of a worksheet
- arranging open workbook windows

Adding pictures and diagrams to worksheets

- inserting a picture/smartart graphics

Additional intermediate Excel features

- using an Excel template to create a workbook
- hiding an entire worksheet/workbook
- inserting a hyperlink into a worksheet, using the research feature
- inserting comments into a worksheet

Final case study

Conclusion

Prerequisites: *Excel 2007, Beginning or equivalent experience.*

Microsoft Excel 2007, Advanced

Introduction

Advanced data entry and formatting techniques

- restricting cell entries to specific numbers, dates or times
- restricting cell entries to specific entries in a list
- creating a custom number format
- applying conditional formatting to a worksheet

Naming ranges

- defining a range name
- using a range name in a formula
- selecting a named range

Using advanced functions

- using the VLOOKUP/HLOOKUP function
- using the DSUM and DAVERAGE functions

Creating a custom workbook template

- creating a new workbook template
- modifying the default workbook template style
- basing a new workbook on a custom workbook template

Auditing a worksheet

- tracing precedents and dependents in a worksheet
- tracing errors in a worksheet, watch and evaluate formulas

Linking multiple workbooks

- entering a formula to link multiple workbooks
- creating a workspace

Filtering and summarizing worksheet data

- adding subtotals to a list
- applying an advanced filter to a list

Analyzing worksheet data

- creating a pivottable report
- resetting the summary function in a pivottable report
- using the analysis toolpak, using solver

Importing and exporting data

- importing data in a text file into Excel
- importing data in a database file into Excel
- exporting Excel data to other applications

Additional advanced Excel features

- using the data consolidation feature
- adding a trendline to a chart, format charts and graphics
- manage workbook properties, modify Excel default settings

Prerequisites: *Excel 2007, Intermediate or equivalent experience.*

Microsoft PowerPoint 2007, Introduction

Introduction

Getting started

- what is PowerPoint? starting PowerPoint
- the PowerPoint application window
- using the PowerPoint menu system
- using the Microsoft Office button,
- using the quick access toolbar
- displaying help information, exiting from PowerPoint

Creating text slides

- creating a new presentation
- adding a new slide to a presentation
- saving a presentation, editing the text on a slide
- working in the slides tab, working in the outline tab
- resetting the line spacing of paragraphs
- closing a presentation file

Using the drawing toolbar

- reopening a presentation file
- adding an autoshape to a slide,
- adding text to an autoshape
- printing slides

Creating a PowerPoint table

- adding a PowerPoint table to a slide
- formatting a PowerPoint table

Including clip art in a presentation

- inserting a clip art image into a slide

Using design templates

- applying a design template to a presentation
- changing the color scheme for slides
- adding a footer to slides

Creating speaker notes

- entering text on a notes page
- adding a header and footer to notes pages and handouts

Producing a slide show

- using PowerPoint print options
- running a slide show,
- changing the order of slides in a slide show
- excluding a slide from a slide show,
- adding transition effects to slides

Additional PowerPoint features

- Using a design template for a presentation
- using the spelling checker and thesaurus
- resetting and replacing fonts in a presentation

Final case study

Microsoft PowerPoint 2007, Intermediate

Introduction

Using data from other applications

- what is object linking and embedding?
- adding a Microsoft Office Word table to a slide
- adding a Microsoft Office Excel chart to a slide

Creating an organization chart

- setting up an organization chart
- reformatting an organization chart

Adding special effects to text

- creating a WordArt text block
- using the font and paragraph groups to enhance text
- using format painter

Working with shapes

- stacking shapes
- changing the level of a shape
- applying a transparent fill color to a shape
- Grouping, aligning, connecting shapes
- creating a three-dimensional shape

Including sounds and movies in a presentation

- inserting a sound or movie clip into a slide
- playing a sound clip and movie clip in a slide show

Intermediate slide show techniques

- manually branching to a specific slide in a slide show
- creating a hyperlink branch to a specific slide
- adding animation effects and timings to slides
- creating a custom slide show

Working with other PowerPoint users

- including comments in a presentation
- displaying comments in a presentation
- finalizing a presentation
- distributing a presentation for review

Additional Intermediate PowerPoint features

- importing an outline document into PowerPoint
- applying a custom background to slides
- using the proofing options
- previewing and saving a presentation as a web page
- applying multiple themes to a presentation
- saving a presentation for use on another computer

Final case study

Prerequisites: *PowerPoint 2007, Introduction or equivalent experience.*

Microsoft Access 2007, Introduction

Getting started – What is Access?

- starting Access, the Access application window
- using the access menu system, using the Microsoft Office button
- using the quick access toolbar, basic Access terminology
- examining Access objects
- resetting the database folder, displaying help information
- exiting from Access

Setting up a new database

- Designing/ creating a new database
- creating a new table, entering records in datasheet view
- printing the datasheet of a table
- navigating through records in datasheet view
- closing a table/closing a database file

Creating a form/modifying and manipulating data

- reopening a database file/reopening a table
- creating a form
- navigating through records in form window/closing a form
- reopening a form
- switching between form and datasheet view
- entering records
- editing records in datasheet view and form view/using the find feature
- deleting records in datasheet and form view
- modifying the datasheet view of a table
- sorting the records in a table

Displaying selected data

- filtering the records in a table
- creating a simple query
- modifying a query
- including a numeric condition in a query
- including a calculated field in a query

Creating a report

- creating a simple tabular report
- creating a grouped tabular report, modifying a report

Additional Access features

- copying, renaming and deleting database objects
- compacting and repairing a database, backing up a database
- importing spreadsheet or text data into an Access table

Final case study

Microsoft Access 2007, Intermediate

Introduction

Modifying the design of a table

- specifying a required field/defining a default field value
- setting a primary key for a table
- adding a memo field to a table

Working with multiple tables

- displaying multiple tables on the Access desktop
- resizing and repositioning the table window

Relating tables

- creating a relationship between two tables in a database
- displaying and using a subdatasheet

Working with a custom form

- designing a custom form
- adding a header and footer to a form
- using a custom form to enter data

Intermediate query techniques

- creating a query to extract information from multiple tables
- creating a query to generate summary information
- Creating a crosstab query
- creating a query to find unmatched records in a table
- creating a query to find duplicate records in a table

Intermediate report techniques

- creating a report of information in multiple tables
- adding a calculated control to a report

Additional intermediate Access features

- adding a lookup field to a table
- defining an input mask for a field
- viewing object dependencies
- exporting an Access datasheet to Microsoft Office Excel

Final case study

Prerequisites: *Access 2007, Introduction or equivalent experience.*

Microsoft Access 2007, Advanced

Not Available At This

Prerequisites: *Access 2007, Intermediate or equivalent experience.*

Microsoft Outlook 2007, Introduction

Getting started - What is Outlook?

- starting Outlook, the Outlook application window
- working with Outlook menus and toolbars
- working in the navigation pane, displaying help information
- exiting from Outlook

Sending and receiving mail messages

- creating and sending a mail message
- displaying and responding to a mail message
- printing a mail message
- attaching an external file to a mail message
- displaying the contents of a file attachment
- additional mail message topics

Manipulating and managing mail messages

- changing the inbox folder view, regrouping the inbox listing,
- creating a new folder, moving a mail message into a folder
- deleting a mail message, restoring a deleted mail message

Setting up appointments

- navigating through the calendar
- scheduling a single/ recurring appointment
- Editing/deleting an appointment
- scheduling an event, changing the calendar folder view
- additional appointment topics

Setting up meetings

- creating and sending a meeting request
- responding to a meeting request

Creating a contact list

- adding a contact to the contact list
- changing the contacts folder view
- Sorting and printing the contact list

Creating a tasks list

- adding a task to the task list, updating the task list
- additional task topics

Maintaining a Journal

- manually recording a journal entry
- automatically recording journal entries
- additional journal topics

Using the notes folder

- creating a note, saving a note in a file
- changing the notes folder view
- additional note topics

Final case study

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