



CENTRAL PIEDMONT COMMUNITY COLLEGE

CORPORATE & CONTINUING EDUCATION

Course Number: DPX 7400
Course Name: Microsoft Office - Introduction
Course Length: 30 Hours

Last Revised On: 6/16/08

Description:

This class is an overview and introduction to the basic components of Microsoft Office including Word, Excel and PowerPoint.

Objectives:

WORD:

- Creating Documents with Word
- Editing Documents
- Formatting Text and Paragraphs
- Formatting Documents

EXCEL:

- Getting Started with Excel
- Working with Formulas and Functions
- Formatting a Worksheet

POWER POINT:

- Creating a Presentation in PowerPoint
- Modifying a Presentation
- Inserting Objects into a Presentation
- Finishing a Presentation

Content:

1. Creating a Document in Word
 - Understanding Word Processing Software
 - Exploring the Word Program Window
 - Starting a Document
 - Saving a Document



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- Selecting Text
- Formatting Text Using the Mini Toolbar
- Creating a Document Using a Template
- Viewing and Navigating a Document

2. Editing Documents

- Cutting and Pasting Text
- Copying and Pasting Text
- Using the Office Clipboard
- Finding and Replacing Text
- Checking Spelling and Grammar
- Researching Information
- Adding Hyperlinks
- Preparing a Document for Distribution

3. Formatting Text and Paragraphs

- Formatting with Fonts
- Copying Formats Using the Format Painter
- Changing Line and Paragraph Spacing
- Aligning Paragraphs
- Working with Tabs and Indents
- Adding Bullets and Numbering
- Adding Borders and Shading
- Adding Footnotes and Endnotes

4. Formatting Documents

- Setting Document Margins
- Dividing a Document into Sections
- Inserting Page Breaks
- Formatting Columns
- Inserting Page Numbers
- Adding Headers and Footers
- Editing Headers and Footers
- Inserting a Table
- Inserting Clip Art



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5. Getting Started with Excel
 - Understanding Spreadsheet Software
 - Touring the Excel Window
 - Understanding Formulas
 - Entering Labels and Values and Using AutoSum
 - Editing Cell Entries
 - Entering and Editing a Simple Formula
 - Switched Worksheet Views
 - Choosing Print Options

6. Working with Formulas and Functions
 - Creating a Complex Formula
 - Inserting and Typing a Function
 - Copying and Moving Cell Entries
 - Understanding Relative and Absolute Cell References
 - Copying Formulas with Absolute and Relative Cell References
 - Rounding a Value with a Function

7. Formatting a Worksheet
 - Formatting values
 - Changing Font and Font Size
 - Changing Attributes and Alignment
 - Adjusting Column Width
 - Inserting and Deleting Rows and Columns
 - Applying Colors, Patterns and Borders
 - Applying Conditional Formatting
 - Naming and Moving a Sheet
 - Checking Spelling

8. Working with Charts
 - Planning a Chart
 - Creating a Chart
 - Moving and Resizing a Chart
 - Changing the Chart Design
 - Changing the Chart Layout
 - Formatting a Chart
 - Annotating and Drawing on a Chart
 - Create a Pie Chart



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9. Creating a Presentation in PowerPoint
 - Defining Presentation Software
 - Planning an Effective Presentation
 - Examining the PowerPoint Window
 - Entering Slide Text
 - Applying a New Slide
 - Applying a Design Theme
 - Comparing Presentation Views
 - Printing a PowerPoint Presentation

10. Modifying a Presentation
 - Entering Text in the Outline Tab
 - Formatting Text
 - Converting Text to SmartArt
 - Inserting and Modifying Shapes
 - Editing and Duplicating Shapes
 - Aligning and Grouping Objects
 - Adding Slide Headers and Footers
 - Checking Spelling in a Presentation

11. Inserting Objects Into a Presentation
 - Inserting Text from Microsoft Word
 - Inserting Clip Art
 - Inserting and Styling a Picture
 - Inserting a Text Box
 - Inserting a Chart
 - Entering and Editing Chart Data
 - Inserting a Table
 - Insert and Format WordArt



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12. Finishing a Presentation

- Understanding Masters
- Customizing the Background Style
- Using Slide Show Commands
- Setting Slide Show Transitions and Timings
- Setting Slide Animation Effects
- Inspecting and Evaluating a Presentation
- Creating a Design Template

Prerequisites:

- Intro to the PC and Windows or equivalent knowledge

Method of Instruction:

- Lecture, demonstration and hands on

Evaluation:

- Exam : NO
- Demonstration of Skills : YES
- Class Participation : YES