

Las Positas College
3000 Campus Hill Drive
Livermore, CA 94551-7650
(925) 424-1000
(925) 443-0742 (Fax)

Course Outline for CIS 55C

MICROSOFT OFFICE: WHAT'S NEW

Effective: Fall 2010

I. CATALOG DESCRIPTION:

CIS 55C — MICROSOFT OFFICE: WHAT'S NEW — 2.00 units

Explore the new features, enhancements, and added functionality of the latest version of Microsoft Office! Students already familiar with Word, Excel, PowerPoint, and Access applications, will explore the differences, new functionality and new features of the newest release of Word, Excel, PowerPoint, Access, and supporting Office applications.

1.50 Units Lecture 0.50 Units Lab

Strongly Recommended

CIS 55 - Integrating Office Applications

Grading Methods:

Letter or P/NP

Discipline:

	MIN
Lecture Hours:	27.00
Lab Hours:	27.00
Total Hours:	54.00

II. NUMBER OF TIMES COURSE MAY BE TAKEN FOR CREDIT: 3

III. PREREQUISITE AND/OR ADVISORY SKILLS:

Before entering this course, it is strongly recommended that the student should be able to:

A. CIS55

IV. MEASURABLE OBJECTIVES:

Upon completion of this course, the student should be able to:

- A. Introduction to the new Microsoft Office user interface components;
- B. Define the differences between Microsoft Office and previous versions of Office;
- C. Create documents using new MS Word including new features;
- D. Create spreadsheets using MS Excel new features;
- E. Effectively use new MS PowerPoint to create dynamic presentations;
- F. Create a database using MS Access with new features.

V. CONTENT:

- A. Using the Microsoft Office Environment
 - 1. General Environment
 - 2. The Ribbon
 - 3. Tabs, Groups and Commands
 - 4. Dialog Box Launcher
 - 5. Quick Access Toolbar
 - 6. Microsoft Office Button
 - 7. Mini Toolbar
 - 8. Views & Zooming
 - 9. Keyboard Shortcuts
 - 10. File Formats
 - 11. PDF and XPS
 - 12. Formatting
 - 13. Themes
 - 14. SmartArt Graphics
 - 15. Charting
 - 16. Security
 - 17. Document Inspector
 - 18. Digital Signatures
 - 19. Integration

- 20. Compatibility
- 21. SharePoint
- B. Using the new features of Word
 - 1. New Formatting Features
 - 2. Live Previews
 - 3. Quick Styles
 - 4. Typography
 - 5. New Content Features
 - 6. Pre-formatted Content
 - 7. Quick Parts
 - 8. Equation Builder
 - 9. Content Controls
 - 10. Citations and References
 - 11. New Proofing Features
 - 12. Tri Pane Review Panel
 - 13. Word Count
 - 14. Contextual Spell Checking
 - 15. Read Mode
 - 16. New Conversion Features
 - 17. File Types
- C. Using the new features of Excel
 - 1. New General Features
 - 2. Increased Capacity
 - 3. More Templates
 - 4. File Types
 - 5. New Formatting Features
 - 6. Galleries
 - 7. Conditional Formatting
 - 8. New Formula Features
 - 9. Resizable Formula Bar
 - 10. AutoComplete
 - 11. Name Manager
 - 12. New Analysis Features
 - 13. Excel Tables
 - 14. Filtering and Sorting
 - 15. PivotTable Enhancements
 - 16. New Proofing Features
 - 17. Page Layout View
- D. Using the new features of PowerPoint
 - 1. New General Features
 - 2. Viewing Presentations
 - 3. Ribbon Tabs
 - 4. Contextual Tabs
 - 5. New Formatting Features
 - 6. Live Previews
 - 7. Custom Slide Layouts
 - 8. Typography
 - 9. Consistency
 - 10. Graphics Effects
 - 11. Slide Libraries
 - 12. New Content Features
 - 13. SmartArt Graphics
 - 14. Convert bullet to SmartArt Graphic
 - 15. New Slide Show Features
 - 16. Custom slide shows
 - 17. Setup options
 - 18. Presenter view
 - 19. New Conversion Features
 - 20. PowerPoint New Elements
 - 21. Upgrade Presentations
 - 22. File Types
- E. Using the new features of Access
 - 1. New General Features
 - 2. Getting Started Window
 - 3. Navigation Pane
 - 4. Status Bar
 - 5. Tabbed documents
 - 6. File Type
 - 7. Help
 - 8. Security
 - 9. Formatting
 - 10. New Table Features
 - 11. Sorting and Filtering
 - 12. Field Enhancements
 - 13. Data Type Recognition
 - 14. Datasheet Total Row
 - 15. Adding Fields
 - 16. New Form and Report Features
 - 17. Quick Create
 - 18. New Layout Views
 - 19. New Report View
 - 20. Split Forms
 - 21. Group and Sort
 - 22. Stacked and Tabular Layouts
 - 23. New Integration Features
 - 24. Import and Export Wizards
 - 25. Data Collection
 - 26. SharePoint Services
- F. Other applications in the Office suite
 - 1. Communicator

2. Groove
3. InfoPath
4. OneNote
5. Project
6. Publisher
7. SharePoint Designer
8. Visio
9. Expressions
10. WebApps

VI. METHODS OF INSTRUCTION:

- A. Read text and other supplemental sources (example, Internet sites)
- B. Computer demonstrations with overhead display panel
- C. Lecture and classroom discussion
- D. Discussion boards
- E. PowerPoint presentations
- F. Chat rooms
- G. Lab experience: hands-on lab assignments

VII. TYPICAL ASSIGNMENTS:

- A. Lecture 1. Exploring the new interface 2. Overview of new features of MS Office B. Reading 1. Read the chapter on Working with Spreadsheets 2. Search the Internet on relevant articles on MS Office for class discussion C. Hands-on lab assignment; create a text document using new features of MS Word

VIII. EVALUATION:

A. **Methods**

1. Exams/Tests
2. Quizzes
3. Class Participation
4. Lab Activities
5. Other:
 - a. Methods
 1. Quizzes and final examination
 2. Graded hands-on lab assignments
 3. Relevant active participation

B. **Frequency**

1. Frequency
 - a. Two to three quizzes, examinations (mid-term, final)
 - b. Weekly hands-on lab assignments to reinforce and demonstrate mastery of the various tools

IX. TYPICAL TEXTS:

1. Carey *New Perspectives on Office 2010.*, Course Technology, 2011.
2. CIS Prenhall *Transition Guide to Microsoft Office 2010.*, Prenhall, 2011.

X. OTHER MATERIALS REQUIRED OF STUDENTS:

- A. Mobile storage device: zip disk, flash drives, CD RW
- B. Access to the World Wide Web with any major Web browser