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Course Outline for CIS 55

INTEGRATING OFFICE APPLICATIONS

Effective: Fall 2010

I. CATALOG DESCRIPTION:

CIS 55 — INTEGRATING OFFICE APPLICATIONS — 4.00 units

Develop a beginning/intermediate level of skills using the Microsoft Office features of Word, Excel, Access, and PowerPoint to design, produce and integrate: documents, worksheets, databases and professional presentations. The use of Object Linking and Embedding (OLE) to create integrated office documents that promote information sharing and collaboration are covered along with how to create simple integrated office documents on the Web. This course emphasizes workplace communications and information processing skills and standards. Students will complete integrated projects that apply technology to business tasks and represent what is required in an actual business environment using the components of Microsoft Office (Word, Excel, PowerPoint, Access).

3.00 Units Lecture 1.00 Units Lab

Strongly Recommended

CIS 50 - Intro to Computing Info Tech

Grading Methods:

Letter or P/NP

Discipline:

	MIN
Lecture Hours:	54.00
Lab Hours:	54.00
Total Hours:	108.00

II. NUMBER OF TIMES COURSE MAY BE TAKEN FOR CREDIT: 2

III. PREREQUISITE AND/OR ADVISORY SKILLS:

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

A. CIS50

IV. MEASURABLE OBJECTIVES:

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

- Demonstrate the ability to create word processing documents using text and document formatting, special functions, and save, print, and retrieve document functions
- Create a spreadsheet file using special functions, data manipulation, charts, link, template, and report features
- Create a database structure that includes tables, query, form, and report features
- Create a slide presentation using text editing, text formatting, objects, spreadsheet, slide, saving, and printing options
- Utilize office applications to publish information on the Web
- Use Object Linking and Embedding (OLE), to create integrated Office documents

V. CONTENT:

- Microsoft Office Overview
 - Define the Office Suite
 - Create a document with Word
 - Build a spreadsheet with Excel
 - manage data with Access
 - Create a presentation with PowerPoint
 - Integrate Office information
- Microsoft Word
 - Understand word processing software
 - Start Word
 - Explore the Word program window
 - Start, Save, Print a document
 - Use the Help system
 - Close a document and exit Word
 - Editing documents

8. Open a document
9. Select text
10. Cut and paste text
11. Copy and paste text
12. Use the Office Clipboard
13. Use the Spelling and Grammar checker and the Thesaurus
14. Find and Replace text
15. Use wizards and templates
16. Formatting Text and Paragraphs
17. Format with fonts
18. Change font styles and effects
19. Change line and paragraph spacing
20. Align paragraphs
21. Work with tabs, indents
22. Add bullets and numbering
23. Add borders and shading
24. Formatting documents
25. Set document margins
26. Divide a document into sections
27. Add page breaks, page numbers
28. Insert, edit headers and footers
29. Format columns
30. Insert clip art

C. Microsoft Excel

1. Define spreadsheet software
2. Start Excel
3. View the Excel window
4. Open and save a worksheet
5. Enter labels and values
6. Name and move a sheet
7. Preview and print a worksheet
8. Get Help
9. Close a workbook and exit Excel
10. Plan and design a worksheet
11. Edit cell entries
12. Enter formulas
13. Create complex formulas
14. Introduce Excel functions
15. Copy and move cell entries
16. Understand relative and absolute cell references
17. Copy formulas with relative cell references
18. Copy formulas with absolute cell references
19. Format values
20. Use fonts and font sizes
21. Change attributes and alignment
22. Adjust column widths
23. Insert and delete rows and columns
24. Apply colors, patterns and borders
25. Use conditional formatting
26. Check spelling
27. Plan and design a chart
28. Create a chart
29. Move and resize a chart
30. Edit a chart
31. Format a chart
32. Enhance a chart
33. Annotate and draw on a chart
34. Preview and print a chart

D. Integrating Word and Excel

1. Understand Integration
2. Open multiple programs
3. Copy Word data into Excel

E. Microsoft Access

1. Define database software
2. Learn terminology
3. Start Access and open a database
4. View the database window
5. Navigate records
6. Enter records
7. Edit records
8. Preview and print a datasheet
9. Get Help and exit Access
10. Plan a database
11. Create a table
12. Modify a table
13. Format a datasheet
14. Understand sorting, filtering and finding
15. Sort records and find data
16. Filter records
17. Create and modify a query
18. Plan, create a form
19. Move and resize controls
20. Modify labels, text boxes, tab order
21. Enter and edit records
22. Insert an image
23. Plan, create a report
24. Group records
25. Change the sort order
26. Add a calculation
27. Align, format controls

28. Create mailing labels
- F. Microsoft PowerPoint
 1. Define presentation software
 2. Start PowerPoint
 3. View the PowerPoint window
 4. Use the AutoContent Wizard
 5. View a presentation
 6. Save a presentation
 7. Get Help
 8. Print and close the file and exit PowerPoint
 9. Plan an effective presentation
 10. Enter slide text
 11. Create a new slide
 12. Enter text in the Outline tab
 13. Add slide headers and footers
 14. Choose a look for a presentation
 15. Check spelling in a presentation
 16. Evaluate a presentation
 17. Open an existing presentation
 18. Draw and modify an object
 19. Edit drawing objects
 20. Align and group object
 21. Add and arrange text
 22. Format text
 23. Import text from Microsoft Word
 24. Customize the color scheme and background
 25. Insert clip art
 26. Insert, crop and scale a picture
 27. Embed a chart
 28. Enter and edit data in the datasheet
 29. Format a chart
 30. Create tables in PowerPoint
 31. Use slide commands
 32. Set slide show timings and transitions
 33. Set slide animation effects
- G. Integrating Word, Excel, Access and PowerPoint
 1. Understand embedding and linking
 2. Insert a Word outline into a PowerPoint presentation
 3. Embed an Excel chart into a PowerPoint slide
 4. Link and Excel worksheet to a PowerPoint slide
 5. Update a linked Excel worksheet in PowerPoint
 6. Export a PowerPoint presentation to Word
 7. Merge data between Access and Word
 8. Use Mail Merge to create a form letter

VI. METHODS OF INSTRUCTION:

- A. **Lecture** -
- B. Classroom discussion
- C. Lab presentation and classroom demonstration
- D. Discussion boards
- E. Reading assignments and student research on the web
- F. PowerPoint presentations
- G. Chat rooms
- H. Hands-on step-by-step laboratory assignments using the world wide web

VII. TYPICAL ASSIGNMENTS:

- A. Read chapter Microsoft Word – Using Microsoft Word to create a document
- B. Hands-on lab assignment, such as:
 1. Open a blank document
 2. Type the text for a letter business
 3. Add a graphic logo in the header

VIII. EVALUATION:

A. **Methods**

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

B. **Frequency**

1. Frequency
 - a. Weekly laboratory exercises
 - b. Term project
 - c. Quizzes
 - d. Midterm examination
 - e. Final examination

IX. TYPICAL TEXTS:

1. Gaskin/Ferrett/Vargas/MaMarks *GO! with Microsoft Office 2007 Introductory*, 2/E., Prentice Hall, 2009.
2. Shelly/Cashman *Microsoft Office 2007: Introductory Concepts and Techniques.*, Course Technology, 2009.

X. OTHER MATERIALS REQUIRED OF STUDENTS:

- A. Mobile storage device: floppy drive, USB drive
- B. Access to the World Wide Web with any major Web browser

