**COAMO201 - ESSENTIAL MICROSOFT OFFICE SKILLS**

1. **BDCPC30 Use essential Microsoft office products**

**Competence**

**RQF Level: 2 Learning Hours**

**150**

**Credits: 15**

**Sector: ICT and Multimedia**

**Trade: Computer Application**

**Module Type: Specific**

**Curriculum: ICTCOA201- TVET Certificate II in Computer Application**

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| **Purpose statement** | This specific module provides the skills, knowledge and attitude for a learner to be competent in a range of routine tasks and activities. Upon completion of this module, the learner will be able to apply the practical skills in a defined context of Use Microsoft Office word, Use Microsoft Office Excel and Use Microsoft Office PowerPoint. | | | | | |
| **Learning Assumed to be in Place** | * Safety, Health and Environment at workplace * Computer and its peripherals * Data and storage management | | | | | |
| **Delivery modality** | Training delivery | | 100% | Assessment | | Total 100% |
| Theoretical content | | 30% | Formative assessment | 30% | 50% |
| Practical work: | | 70% | 70% |
| * Group project and presentation | 20% |
| * Individual project /Work | 50% |
|  | | Summative Assessment | | | 50% |

**Elements of Competency and Performance Criteria**

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| **Elements of competency** | **Performance criteria** |
| 1. Use Microsoft Office word | 1.1 MS Office Word is well described according to Microsoft office word versions |
| 1.2 Word document is well created according to the template document |
| 1.3 Document is well formatted using appropriate tools |
| 1.4 Insert and References ribbons are properly explored in accordance with document requirements |
| 1.5 Professional document is well enhanced using Mailing and Review ribbons |
| 1.6 The document is well printed based on document setup |
| 1. Use Microsoft Office Excel | 2.1 MS Office Excel is well described according to Microsoft excel versions |
| 2.2 Workbook is well created according to the template document |
| 2.3 Worksheet is well formatted using appropriate tools |
| 2.4 Formula ribbon is properly explored in accordance with worksheet requirements |
| 2.5 Insert and Data ribbons are properly explored in accordance with worksheet requirements |
| 2.6 The document is well printed based on document setup |
| 1. Use Microsoft Office PowerPoint | 3.1 MS PowerPoint is well described according to the Microsoft PowerPoint versions |
| 3.2 Presentation is well created according to the template |
| 3.3 Presentation is well formatted using appropriate tools |
| 3.4 Insert and design ribbons are properly explored in accordance with presentation requirements |
| 3.5 Transition, Animation ribbons are properly explored in accordance with presentation requirements |
| 3.6 Slide show and view ribbons are properly explored in accordance with presentation requirements |
| 3.7 The presentation is well printed based on slide setup |

**Course content**

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| **Learning outcomes:** | **At the end of the module the learner will be able to:**   1. Use Microsoft Office word 2. Use Microsoft Office Excel 3. Use Microsoft Office PowerPoint |

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| **Learning outcome 1: Use Microsoft Office Word** | | **Learning hours: 55** |
| **Indicative content** | | |
| * Microsoft office word description * Definition * Elements of MS office word document * Create new word document * Blank document * Template * Save documents * Text formatting * Font group * Paragraph group * Styles group * Clipboard group * Exploration of insert tab * Pages group * Tables * Inserting a table * Inserting a column * Inserting a row * Deleting table * Deleting row * Deleting column * Merging cells * Splitting cells * Drawing a table * Table auto format * Illustrations group * Header and footer group * Text group * Symbols group * Exploration of references tab * Table of content * Footnotes * Citation and bibliography * Captions * Use mailings * Start mail merge * Select recipient * Insert merge field * Finish and merge * Use review tab * Proofing group * Comments group * Tracking group * Changes group * Restrict editing * Print a document * Page setup * Print preview * Selecting printer name * Printer options * Printing one or more copies * Printing selected pages * Printing on one side or both sides * Printing in black and white or colored * Print page ranges * Print the current documents | | |
| Resources required for the learning outcome | | |
| **Equipment** | * Computers * Printer * Projector | |
| **Materials** | * Internet * Papers * Ink * Cartridge * Electricity | |
| **Tools** | * MS Office software | |
| **Facilitation techniques** | * + Practical exercise   + Group discussion   + Demonstration   + Brainstorming | |
| **Formative assessment methods** | * Written assessment * Project work * Performance assessment | |

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| **Learning outcome 2: Use Current Spread Sheet Package** | | **Learning hours: 50** |
| **Indicative content** | | |
| * + Description of MS office excel   + Workbook   + Worksheet   + Elements of worksheet   • Create workbook   * Open Blank workbook * Save or save as * Add new sheet * Rename sheet * Undo * Redo * Close   + Formatting worksheet * Modifying cell contents * Clipboard * Font group * Alignment group * Number group * Styles group * Cells group * Editing group * Worksheet arrangement * Page setup group * Scale to fit group * Sheet options group      * + Using formulas and functions * Insert function * Arithmetic operation * Average * count * max * min   + Exploration of insert Tab * Tables group * Illustrations group * Charts group * Text group * Symbols group   + Exploration of data tab * Sort and filter * Data tools   + Print Excel worksheet. * Page setup * Print preview * Print options * Print one or more copies * Print in black and white or color * Print page ranges * Printing a selection * Print current worksheet | | |
| Resources required for the indicative content | | |
| **Equipment** | * Computers * Printer * Projector | |
| **Materials** | * Internet * Papers * Ink * Cartridge. | |
| **Tools** | * MS Office software | |
| **Facilitation techniques** | * + Practical exercise   + Group discussion   + Demonstration   + Brainstorming | |
| **Formative assessment methods** | * Written assessment * Project work * Performance assessment | |

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| **Learning outcome 3: Use Current Presentation** | | **Learning hours: 45** |
| **Indicative content** | | |
| * **Description of MS PowerPoint** * Definition * Elements of Presentation * **Create a new presentation.** * Open Blank presentation * Template * Slides group * Formatting presentation * Font group * Clipboard group * Paragraph group * Drawing group * Editing group * Exploration of insert tab * Tables group * Images group * Illustrations group * Comments * Text group * Symbols * Media * Exploration of design tab * Themes group * Variants group * Customise group * Exploration of transition and animation tab * Transition to slide * Animation * Transition Timing group * Animation timing group * Exploration of slide show and view * Start slide show group * Set up group * Presentation views group * Master views * Print presentation * Print preview * Printing a copy or multiple copies * Printing one slide on a page * Printing more slides on a page | | |
| Resources required for the indicative content | | |
| **Equipment** | * Computers * Printer * Projector | |
| **Materials** | * Internet * Papers * Ink * Cartridge | |
| **Tools** | * MS Office software | |
| **Facilitation techniques** | * + Practical exercise   + Group discussion   + Demonstration   + Brainstorming | |
| **Formative assessment methods** | * Written assessment * Project work * Performance assessment | |

**Integrated/Summative Assessment**

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| **Integrated Situation**  KM UBUZIMA is a private clinic located at Nyamasheke District, his director is invited to attend the district meeting and present the ongoing COVID-19 prevention measures as discussed in previous meeting and he is not familiar with essential Microsoft office. You as end user IT assistant, you are nominated to perform the following activities:  **Activity1:**  The previous meeting is recorded in Director’s Diary. Prepare and print **two (2)** copies of word document of data recorded in Diary.  **Activity2:**  From the data manager’s book, enter the data of COVID-19 vaccinated report from March to June and provide **two (2)** copies of all COVID-19 vaccinated per term.  **Activity3:**  Prepare the presentation on the previous meeting and the COVID-19 vaccinated report from March to June and print **two (2)** copies.  All activities must be performed in 3 hours  All required tools, materials and equipment are provided.  **Resources**   |  |  | | --- | --- | | **Tools** | * MS Office | | **Equipment** | * Computer * Printer | | **Materials/ Consumables** | * A4 papers | | | | | | |
| **Assessable outcomes** | **Assessment criteria (Based on performance criteria)** | **Indicator** | **Observation** | | **Marks allocation** |
| **Yes** | **No** |
| **Use Microsoft Office word**  **(40%)** | Word document is well created according to the required document | Ind1. Word document is created |  |  | 2 |
| Ind2. Document is saved |  |  | 3 |
| Document is well formatted using appropriate tools | Ind1. Font is used |  |  | 5 |
| Ind2. Paragraph alignment is applied |  |  | 3 |
| Ind3. List is used |  |  | 3 |
| Insert and References ribbons are properly explored in accordance with document requirements | Ind1. Table is created and edited |  |  | 8 |
| Ind2. Header and footer are inserted |  |  | 5 |
| Ind3. Page number is well inserted |  |  | 3 |
| The document is well printed | Ind1. Printer name is well selected |  |  | 2 |
| Ind2. Printer options are set. |  |  | 3 |
| Ind3. Required copies are printed. |  |  | 3 |
| **Use Microsoft Office Excel**  **(30%)** | Workbook is well created according to the required document | Ind1. workbook is created |  |  | 2 |
| Ind2. Data are entered |  |  | 3 |
| Ind3. Workbook is saved |  |  | 2 |
| Worksheet is well formatted using appropriate tools | Ind1. Font is used |  |  | 3 |
| Ind2. Data are aligned |  |  | 2 |
| Ind3. Width and height of cell are fitted |  |  | 2 |
| Formula ribbon is properly explored in accordance with worksheet requirements | Ind1. The sum function is used |  |  | 4 |
| Insert and Data ribbons are properly explored in accordance with worksheet requirements | Ind1. Table is created and edited |  |  | 3 |
| Ind2. Data are sorted |  |  | 3 |
| The document is well printed | Ind1. Printer name is selected |  |  | 2 |
| Ind2. Printer options are set. |  |  | 2 |
| Ind3. Required copies are printed. |  |  | 2 |
| **Use Microsoft Office PowerPoint**  **(30%)** | Presentation is well created according to the required document | Ind1. Ms power point is opened |  |  | 1 |
| Ind2. Slides are inserted |  |  | 2 |
| Ind3. Presentation is saved |  |  | 1 |
| Presentation is well formatted using appropriate tools | Ind1. Font is used |  |  | 2 |
| Ind2. Slide content are aligned |  |  | 2 |
| Ind3. Shape fill and shape outline are used |  |  | 2 |
| Insert and design ribbons are properly explored in accordance with presentation requirements | Ind1. Tables are used |  |  | 2 |
| Ind2. Images are inserted |  |  | 2 |
| Ind3. Media are inserted |  |  | 2 |
| Transition, Animation ribbons are properly explored in accordance with presentation requirements | Ind1. Transition to slides are used and timed |  |  | 2 |
| Ind2. Animations are used and timed |  |  | 2 |
| Slide show and view ribbons are properly explored in accordance with presentation requirements | Ind3. Slide size is set |  |  | 2 |
| Ind4. Set up slide show are well used |  |  | 2 |
| The presentation is well printed | Ind1. Print preview are |  |  | 2 |
| Ind2. More slides on a page are printed |  |  | 2 |
| Ind3. Required copies are printed |  |  | 2 |
| **Total marks** | | **100** | | | |
| **Percentage Weightage** | | **100%** | | | |
| **Minimum Passing line % (Aggregate): 70%** | | | | | |

References

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