



Microsoft Office Certification Course

Student Instructions and Procedures

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Introduction

Welcome!

Hello and Welcome to the Microsoft Office Certification Course offered by CareerSource Tampa Bay! Throughout the duration of this course, you will acquire the knowledge and skills needed to obtain a certification in Microsoft Word and Basics. We strive to create a self-paced, friendly learning environment, and as such we have put in place the following rules:

Policies

- No Eating or Drinking in the Classroom
- If you are in need of assistance, please calmly raise your hand or notify your Instructor or Assistant
- Be patient, there are many students and only a few staff members
- Each day there will be an hour lunch break as well as two fifteen (15) minute breaks. Please use the designated areas while you are in your break.

Thank you very much for your cooperation, we are very excited to work with you.

What You Will Use

Items of Use

Pearson Custom:

- <http://www.pearsoncustom.com/us/MsOffice/2013>

Microsoft Office:

- Located on Your Machine

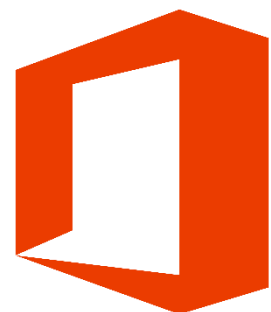
An Internet Browser

- Chrome, Internet Explorer

Flash Drive/ Storage Device

Student supplied: If you do not have a flash drive, please attempt to acquire one as soon as possible. If you will have no access to a flash drive, please speak to an instructor.

PEARSON



Quick References:

Operation	Keys to Press on Keyboard
Going to the End of a Document	Ctrl+END
Copy	Ctrl+c
Paste	Ctrl+v
Cut	Ctrl + x
Going to the Top of the Document	Ctrl + HOME
Switching Between Opened Windows	ATL+TAB
Saving a Document	Ctrl+S
Select All	Ctrl+A

Navigating the eCourse

Navigate to the Desired Lesson:

To go to a desired lesson, follow these steps:

1. First, navigate to the lesson that you are currently trying to upload the file to (*for this example, we will go to Lesson 2: Formatting Documents with Themes and Styles*):

	Learning Microsoft Office 2013 Deluxe Edition: Level 1 by Section					
	Student Data Files					
	Student Resources					
	Microsoft Word 2013					
	Chapter 1: Getting Started with Microsoft Word 2013					
	Chapter 2: Editing Documents and Working with Tables					
	Chapter 3: Creating Reports and Newsletters					
	Chapter 4: Protecting Documents and Using the Internet					
	Lesson 2: Formatting Documents with Themes and Styles					
	Word Chapter 1: Lesson 2 eText ✓Assigned					
	File Uploads					

2. After you have navigated to the correct file, click on that contains “eText”. This is where you will find textbook for the course. Ensure that your inter browser’s pop-up blocker is deactivated

	Word Chapter 1: Lesson 2 eText Assigned					 Not viewed
	File Uploads					

- Now that you have your eText up, navigate to your lesson by using the sidebar with file navigation, the arrows in the top-left of the page, or the page number input box.

The screenshot displays the Pearson eText interface for the book 'Learning Microsoft Office 2013 Deluxe Edition Level 1'. The interface includes a sidebar on the left with a 'Table of Contents' section listing chapters for Frontmatter, Office Basics, Microsoft Word 2013, Microsoft Excel 2013, Microsoft Access 2013, Microsoft PowerPoint 2013, Index, Glossary, and Working with Outlook 2013. The main content area shows the book cover with the title 'Learning Microsoft Office 2013 Deluxe Edition Level 1' and several images of people using Office applications. The bottom navigation bar includes links for Copyright, Legal Notice, Privacy Policy, Permissions, Support, and Feedback. The system tray at the bottom shows the date and time as 1:26 PM on 7/30/2015.

Uploading Apply & Practice Assignments:

Uploading Files:

To upload a file, follow these steps:

1. First, navigate to the lesson that you are currently trying to upload the file to (*for this example, we will go to Lesson 2: Formatting Documents with Themes and Styles*):

	Learning Microsoft Office 2013 Deluxe Edition: Level 1 by Section					
	Student Data Files					
	Student Resources					
	Microsoft Word 2013					
	Chapter 1: Getting Started with Microsoft Word 2013					
	Chapter 2: Editing Documents and Working with Tables					
	Chapter 3: Creating Reports and Newsletters					
	Chapter 4: Protecting Documents and Using the Internet					
	Lesson 2: Formatting Documents with Themes and Styles					
	Word Chapter 1: Lesson 2 eText ✓Assigned					
	File Uploads					

2. After you have navigated to the correct file, click on “File Uploads”. This is where you will find the uploader for your projects.

	Word Chapter 1: Lesson 2 eText Assigned					 Not viewed
	File Uploads					

3. Now that you have your File Upload Folder up, you must select “Projects” since you are submitting a project that is where you must go.

View All Course Materials

My Course >> eText by Section >> Office Basics >> Chapter 1 - Using the Common Features of Microsoft Office 2010 >> Lesson 2 - Saving, Printing, and Closing Microsoft Office Files >> File Uploads

Projects

4. Now, select the project you wish to submit.

	BProj04	
	BProj04b	

5. A window will pop up asking you to submit your project.

Dropbox [File Upload] - Mozilla Firefox

mylab.pearsoned.com/Progress/Modules/AssessmentTool/Presentation/frmStudentPresentation.aspx?mAssetID=500000063629722&mode=test&AssetLinkID=5000000105897109&SelectedDay=&AssetSubTypeID=0&StudyPlanLinkID=0&from=sp&DR

BProj03

FINISH: Submit for Grading

Choose for a file and click Add to upload it. The file must be less than 4MB.

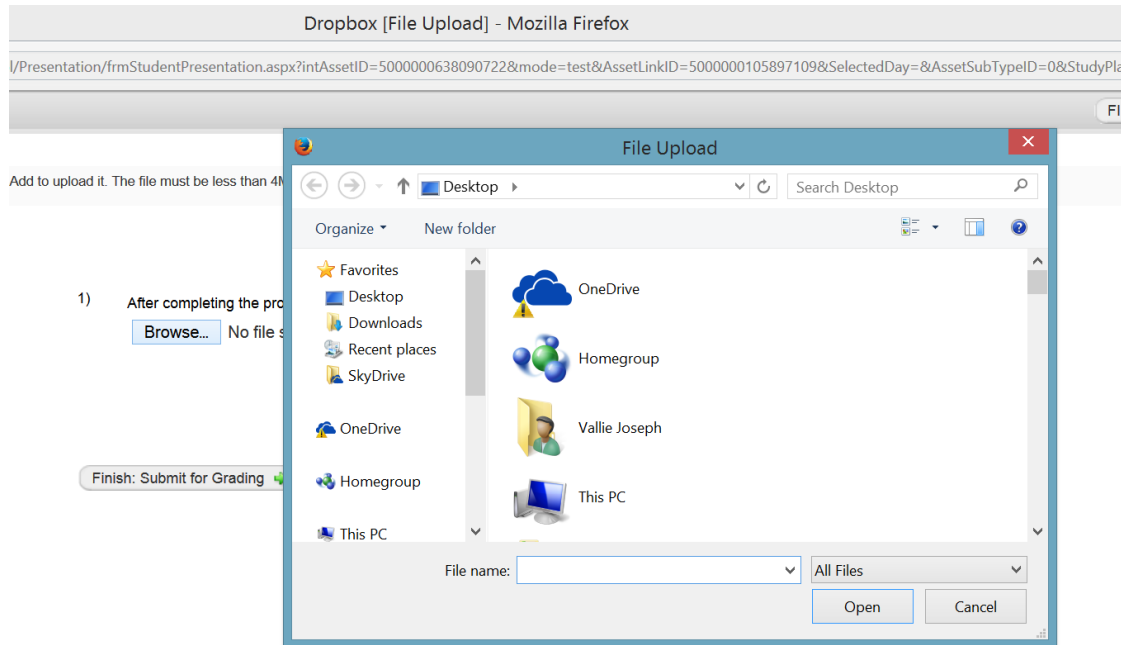
1) After completing the project steps and checking your work, upload your file for assessment. (100 points)

Browse... No file selected.

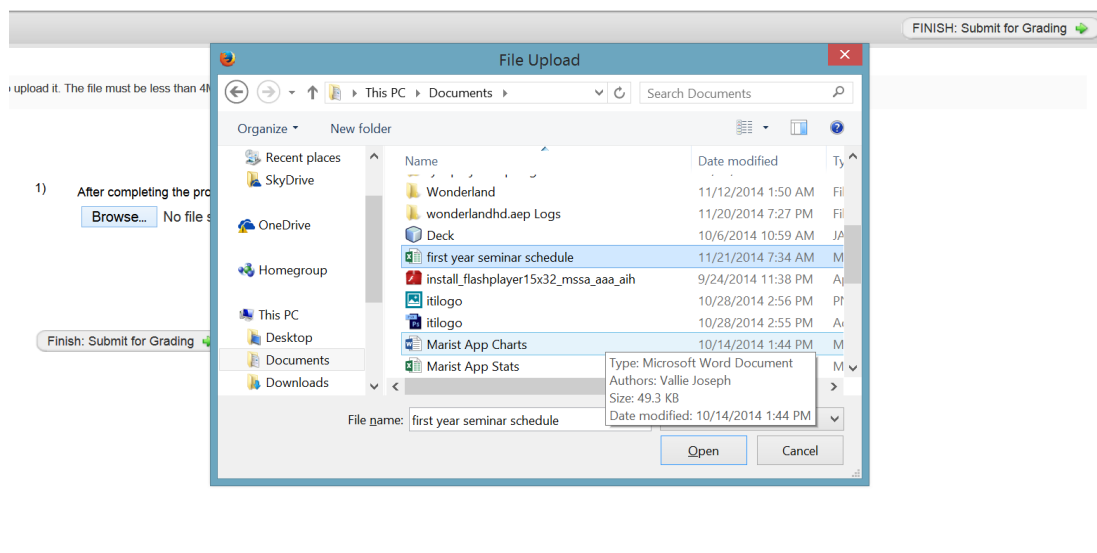
Add Remove

Finish: Submit for Grading

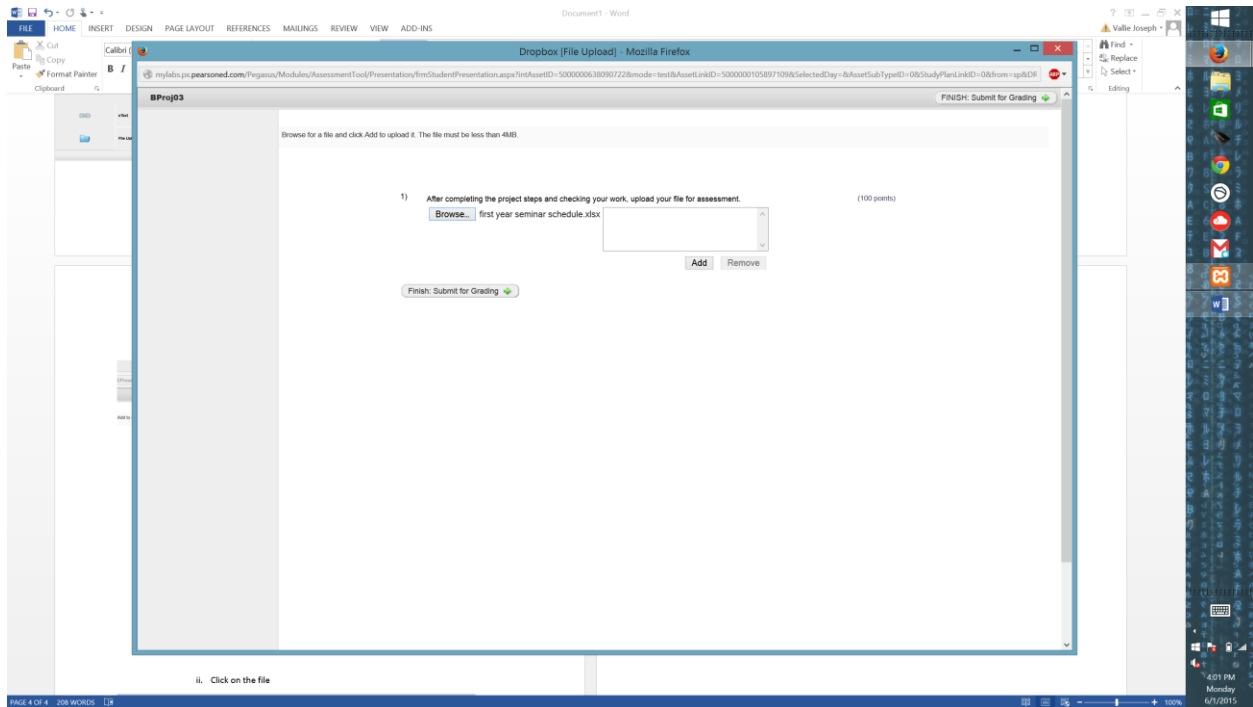
- a. 1st, click on Browse
 - i. Browse for the file you want to upload



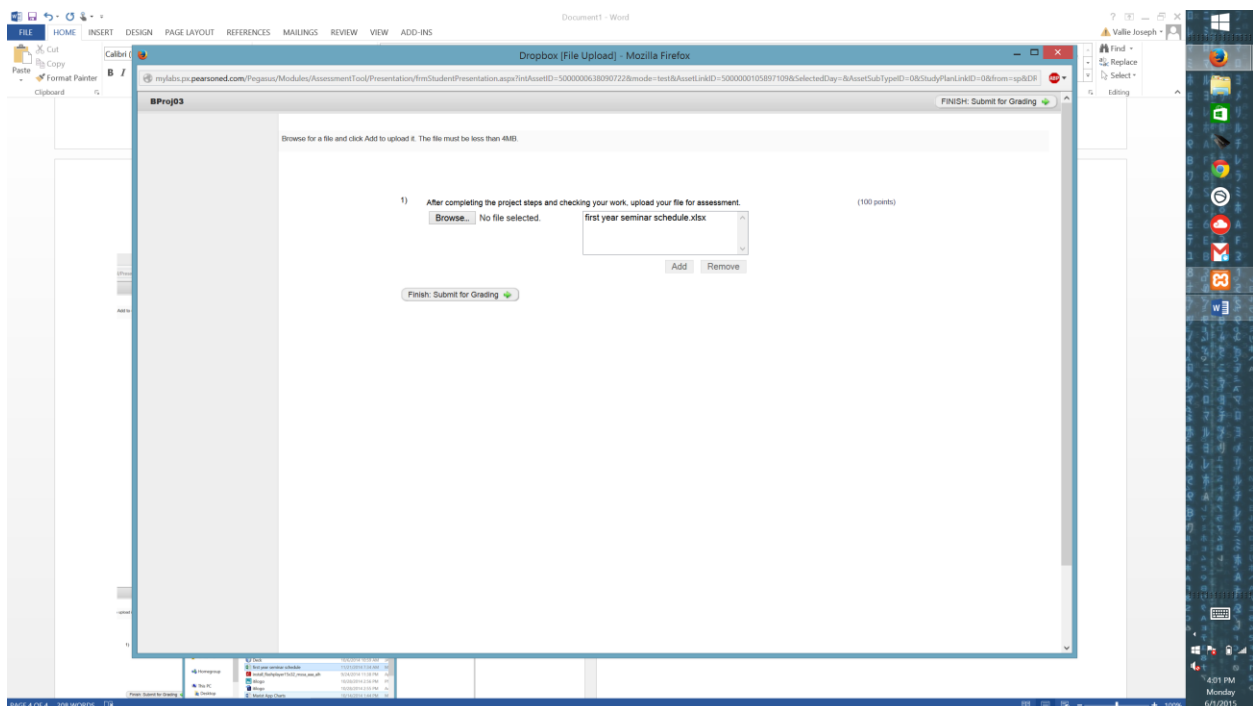
ii. Click on the file



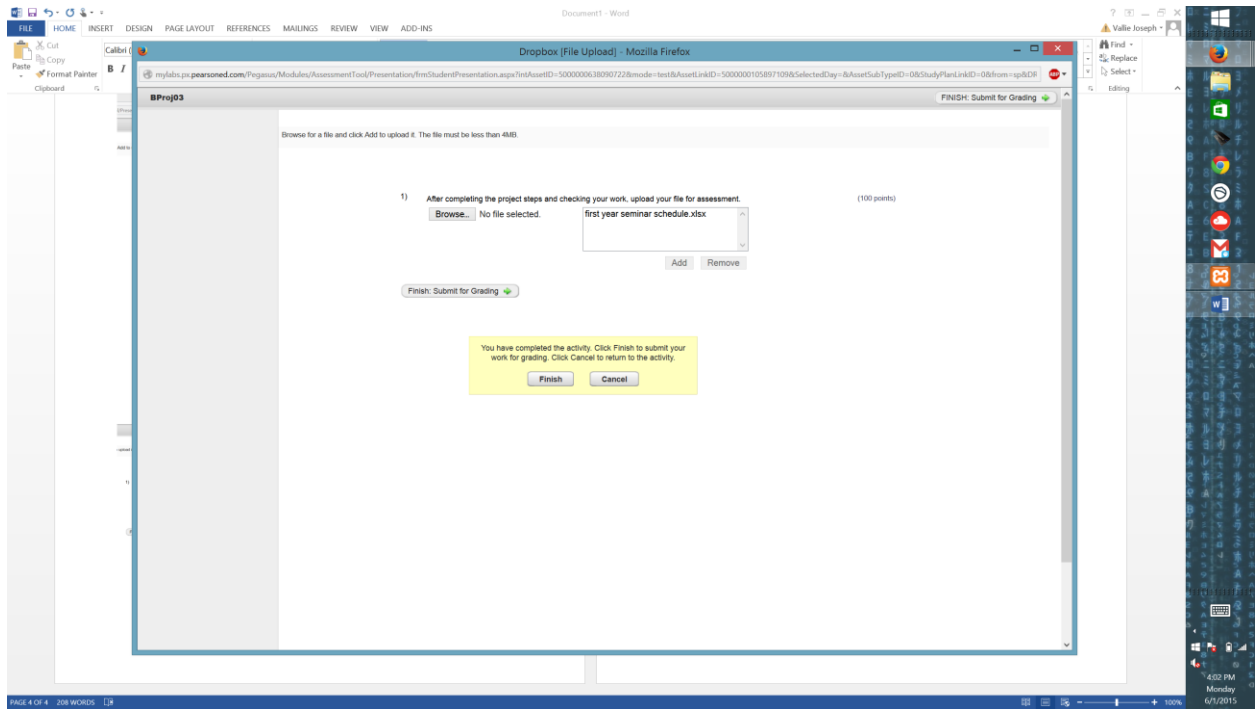
iii. Select "open"



- b. 2nd Click on “Add”
 - i. The file will be added to the box to the left.







6. Click “ Submit for Grading” and when the pop up window asks, click “finish”



If you have any questions, issues or comments, please notify your Instructor.

Resources

As a student, you have a variety of resources on hand. Below, you will find a list not limited to all of the resources available to you:

-  Try It! Videos
-  Google Search/ Search Engines
-  Your Teacher Assistants/ Instructor
-  [Microsoft Support](https://support.microsoft.com/en-us) (<https://support.microsoft.com/en-us>)

Feedback and Grading

How Grading Works

Every Apply, Practice, and End-of-Chapter Assignment on your list! Your completed work will be returned to you with feedback as well as a grade. Your work is graded by your Instructor and Assistants. If you feel that the grade you received is incorrect, privately get the attention of an Instructor or Assistant and a solution will be found.

Uploading Your Work

A tutorial of how to upload assignments can be found above, under “Uploading Apply & Practice Assignments”. If you have any questions, issues or comments, please notify your Instructor.