



DEPARTMENT OF BUSINESS AND OFFICE ADMINISTRATION

COURSE OUTLINE – Winter 2020

OA1365 EC - Introduction to Software Applications 3 (0-0-4.5)

67.5 HOURS 15 Weeks

INSTRUCTOR: Sharron Barr **PHONE:** 780-897-6676 Cell (text or call me anytime)
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OFFICE HOURS: Please contact me anytime before 9 p.m. Pacific Time

CALENDAR DESCRIPTION:

This course is intended to familiarize the student with the use and application of computers in daily office activities. Students will be expected to develop a working knowledge of Microsoft Word, Excel, and Access, and PowerPoint. This course also introduces the student to Outlook, Windows and computer terminology.

PREREQUISITE(S)/COREQUISITE:

None

REQUIRED TEXT/RESOURCE MATERIALS:

Grande Prairie Regional College Bookstore Package: Rutkosky, Benchmark Series: Microsoft Word/Excel/Access lvl 1(CANADA), EMC Paradigm 2017, ISBN 9780763877705

This package is only available through the GPRC bookstore (special pricing) and includes the following:

Benchmark: Word 2016 Level 1 with Workbook, EMC Paradigm Publishing

Benchmark: Excel 2016 Level 1 with Workbook, EMC Paradigm Publishing







Benchmark: Access 2016 Level 1 with Workbook, EMC Paradigm

DELIVERY MODE(S):

Lecture / Lab / Active Learning A laboratory class is when you do individual work with help, and go over your own answers and weaknesses if any.

COURSE OBJECTIVE:

The course will teach students to:











-  Analyze, synthesize, and evaluate school, work, or home information-processing needs and use application software to meet those needs efficiently and effectively.
-  Access the internet and use the browser, search, and hyperlink capabilities of web browsers.
-  Create, design, and produce professional documents using word processing software.
-  Process, manipulate, and represent numeric data using spreadsheet software
-  Plan, structure, and create databases for efficient data access and retrieval using database software.
-  Learn strategies for merging and integrating source data from different applications.




LEARNING OUTCOMES:

MS Word 2016 Level 1

Word Chapter 1: Preparing a Word Document




















Upon successful completion of Word Chapter 1, you will be able to:

-  Open Microsoft Word
-  Create, save, name, print, and close a Word document
-  Create a new document
-  Open a saved document
-  Save a document with *Save As*
-  Close Word
-  Edit a document
-  Moving the insertion point to a specific line or page
-  Moving the insertion point with the keyboard
-  Resuming reading or editing in a document

-  Select text in a document
-  Use the Undo and Redo buttons
-  Use the Help feature









Word Chapter 2: Formatting Characters and Paragraphs

Upon successful completion of Word Chapter 2, you will be able to:

-  Applying font formatting
-  Choosing a typestyle
-  Choosing a font effect
-  Applying formatting using keyboard shortcuts
-  Formatting with the Mini Toolbar
-  Applying font formatting using the front dialogue box
-  Change fonts and font effects
-  Apply styles from style sets
-  Apply themes
-  Customize style sets and themes
-  Change the alignment of text in paragraphs
-  Indent text in paragraphs
-  Increase and decrease spacing before and after paragraphs
-  Repeat the last action
-  Automate formatting with Format Painter
-  Change line spacing in a document
-  Apply numbering and bullet formatting to text
-  Reveal formatting
-  Compare formatting

Word Chapter 3 Customizing Paragraphs



























Upon successful completion of Word Chapter 3, you will be able to:

-  Apply numbers and bullets
-  Create numbered lists
-  Create bulleted lists
-  Insert paragraph borders and shading
-  Sort paragraph text
-  Set, delete, and move tabs on the horizontal ruler and at the Tabs dialog box
-  Delete, cut, copy, and paste text within a document
-  Copy and paste text between documents

Word Chapter 4 Formatting Pages Proofing Documents













Upon successful completion of Word Chapter 5, you will be able to:















-  Change document view

-  Display a document in draft view
-  Display a document in read mode view
-  Change the display percentage
-  Change ribbon display options
-  Navigate using the navigation pane
-  Change page set-up
-  Change margins
-  Change page orientation
-  Word Chapter paper size
-  Change margins at the page setup dialogue box
-  Insert and remove a page break
-  Insert and remove a blank page
-  Insert and remove a cover page
-  Insert and remove page numbers
-  Insert predesigned headers and footers
-  Remove a header or footer
-  Edit a predesigned header or footer
-  Format the page background
-  Insert a watermark
-  Apply a page background color
-  Insert a page border
-  Change page border options
-  Find and replace text and formatting
-  Find and replace text
-  Define search parameters
-  Find and replace formatting

Word Chapter 5 Applying Formatting and Inserting Objects

























Upon successful completion of Word Chapter 5, you will be able to:






-  Insert a section break
-  Format text into columns
-  Create columns with the columns dialogue box
-  Remove column formatting
-  Insert a column break
-  Balance columns on a page
-  Hyphenate words automatically and manually
-  Create a drop cap
-  Insert symbols and special characters
-  Use the click and type feature
-  Align text vertically
-  Insert and format images

-  Insert an image
-  Customize and format an image
-  Size an image
-  Move an image
-  Insert an on-line image
-  Insert a text box
-  Insert a predesigned text box
-  Format a text box
-  Draw and format a text box
-  Draw shapes
-  Copy shapes
-  Draw and format a text box
-  Create and modifying WordArt
-  Create and insert a Screenshot

Word Chapter 6 Maintaining Documents and Print envelopes and Labels





























Upon successful completion of Word Chapter 6, you will be able to:

-  Maintain Documents
-  Use print screen
-  Create a folder
-  Rename a folder
-  Select documents
-  Delete documents
-  Copy and move documents
-  Rename documents
-  Delete a folder
-  Open multiple documents
-  Change dialogue box view
-  Save in a different format
-  Work with Windows
-  Arrange windows
-  Maximize, restore, and Minimize documents
-  Split a window
-  View documents side by side
-  Open a new window
-  Insert a file
-  Preview and print
-  Preview pages
-  Print specific text and pages
-  Create and print envelopes
-  Create and print labels

-  Create mailing labels with different names and addresses
-  Change label options
-  Create mailing labels with the same name and address
-  Create mailing labels with an image
-  Create a document using a template



Word Chapter 7 Creating Tables and SmartArt





Upon successful completion of Word Chapter 7, you will be able to:

-  Create a table
-  Enter text in a cell
-  Move the insertion point within a table
-  Use the insert table dialog box
-  Change a table design
-  Select cells in a table with a Mouse or Keyboard
-  Change the table layout
-  Select with the select button
-  View gridlines
-  Insert and delete rows and columns
-  Merge and split cells and tables
-  Customize cell size
-  Change cell alignment
-  Repeat a header row
-  Change cell margin measurements
-  Change cell direction
-  Change table alignment and dimensions
-  Change table size with the resize handle
-  Move a table
-  Convert text to a table and a table to text
-  Draw a table
-  Insert quick table
-  Perform calculations in a table
-  Insert an Excel spreadsheet
-  Create SmartArt
-  Insert and format a SmartArt graphic
-  Arrange and move a SmartArt graphic
-  Create an organizational chart with SmartArt

Word Chapter 8 Merging Documents



Upon successful completion of Word Chapter 8, you will be able to:

-  Create and merge a main document and a data source file
-  Merge files to create envelopes, labels, and directories

-  Edit main documents and data source files
-  Insert additional fields
-  Merge a main document with other data sources
-  Use the Mail Merge wizard to merge documents

Business Document Formatting








Upon successful completion of the course, you will be able to format from rough draft and under a timed deadline, business documents including:

-  Interoffice Memorandum
-  Full Block and Semi-Block Letters

MICROSOFT EXCEL 2016





Excel 2016 Level 1, Chapter 1 Preparing the Excel Worksheet

Upon successful completion of this chapter you will be able to:

-  Identify the various elements of an excel workbook
-  Create, save, and print a workbook
-  Enter data in a workbook
-  Edit data in a workbook
-  Insert a formula using the autosum button
-  Apply basic formatting to cells in the workbook
-  Use the Help feature













Excel 2016 Level 1, Chapter 2 Inserting Formulas in a Worksheet

Upon successful completion of this chapter you will be able to: Write formulas with mathematical formulas

-  Type a formula in the Formula bar
-  Copy a formula Use the insert Function feature to insert a formula in a cell
-  Write formulas with the AVERAGE, MAX, MIN, COUNT, NOW, and TODAY functions
-  Create absolute and mixed cell references













Excel 2016 Level 1, Chapter 3 Formatting a Worksheet

Upon successful completion of this you will be able to:

-  Change column widths
-  Change row heights
-  Insert rows and columns in a worksheet
-  Delete cells, rows, and columns in a worksheet
-  Clear data in cells
-  Apply formatting to data cells
-  Apply formatting to selected data using the Mini toolbar
-  Apply a theme and customize the theme font colour
-  Format numbers
-  Repeat the last action
-  Automate formatting with Format Painter
-  Hide and unhide rows and columns









Excel 2016 Level 1, Chapter 4 Enhancing a Worksheet

Upon successful completion of this chapter you will be able to:

-  Change worksheet margins
-  Center a worksheet horizontally and vertically on a page
-  Insert a page break in a worksheet
-  Print gridlines and row and column heights
-  Set and clear a print area
-  Insert headers and footers
-  Customize print jobs
-  Complete a spelling check on a worksheet
-  Find and replace data and cell formatting in a worksheet
-  Sort data in cells in ascending and descending order
-  Filter a list using
-  Autofilter

Excel 2016 Level 1, Chapter 5 Moving Data Within and Between Workbooks








Upon successful completion of this chapter you will be able to:

-  Create a workbook with multiple worksheets
-  Move, copy, and paste cells within and between sheets
-  Split a worksheet into windows and freeze frames
-  Name a range of cells and use a range in a formula
-  Open multiple workbooks
-  Arrange, size, and move workbooks
-  Copy and paste data between workbooks
-  Link data between worksheets

Excel 2016 Level 1, Chapter 6 Maintaining Workbooks








NOT COVERED IN THIS COURSE

~~Upon successful completion of this chapter you will be able to:~~

- ~~ Create and rename a folder~~
- ~~ Delete workbooks and folders~~
- ~~ Copy and move workbooks within and between folders~~
- ~~ Copy and move worksheets between workbooks~~
- ~~ Maintain consistent formatting with styles~~
- ~~ Insert, modify, and remove hyperlinks~~
- ~~ Create financial forms using templates~~

Excel 2016 Level 1, Chapter 7 Creating Charts and Inserting Formulas









Upon successful completion of this chapter you will be able to:

-  Create a chart with data in an Excel worksheet
-  Size, move, edit, format, and delete charts
-  Print a selected chart and print a worksheet containing a chart
-  Change a chart location
-  Insert, move, size, and delete chart elements and shapes
-  Write formulas with the PMT and FV financial functions
-  Write formulas with the IF logical function

Excel 2016 Level 1, Chapter 8 Adding Visual Interest to Workbooks




NOT COVERED IN THIS COURSE

Upon successful completion of this chapter you will be able to:

-  Insert symbols and special characters
-  Insert, size, move, and format images
-  Insert a screenshot
-  Draw, format, and copy shapes
-  Insert, format, and type text in a text box
-  Insert a picture image as a watermark
-  Insert and format SmartArt graphics
-  Insert and format WordArt











MS Access 2016 Level 1

Electronic Records Management Upon completion of the Access Module you will:

-  Describe elements found in an electronic database.
-  Find and sort data in an electronic database.
-  Describe how databases can be used in records management and e-commerce.





Access 2016 Level 1, Chapter 1 Managing and Creating Tables



Upon completion of this chapter you will be able to:

-  Open and close objects in a database
-  Insert, delete, and move rows and columns in a table.
-  Hide, unhide, freeze, and unfreeze columns
-  Adjust table column width
-  Preview and print a table
-  Design and create a table
-  Rename column headings
-  Insert a column name, caption, and description
-  Insert Quick Start fields
-  Assign a default value and field size

Access 2016 Level 1, Chapter 2 Creating Relationships between Tables








Upon completion of this chapter you will be able to:

-  Define a primary key in a table
-  Create a one-to-many relationship
-  Specify referential integrity
-  Print, edit, and delete relationships

-  Create a one-to-one relationship
-  View and edit a Subdatasheet














Access 2016 Level 1, Chapter 3 Performing Queries

Upon completion of this chapter you will be able to:

-  Design query to extract specific data from tables
-  Modify queries
-  Design queries with Or and And criteria
-  Use the Simple Query Wizard to create queries
-  Create a calculated field
-  Use aggregate functions in queries
-  Create crosstab, duplicate, and unmatched queries

Access 2016 Level 1, Chapter 4 Creating and Modifying Tables in Design View









Upon completion of this chapter you will be able to:

-  Create a table in Design view
-  Assign a default value
-  Use the Input Mask Wizard and the Lookup Wizard
-  Validate field entries
-  Insert, move, and delete fields in Design view
-  Insert a Total row
-  Sort records in a table
-  Print selected records in a table
-  Complete a spelling check
-  Find specific records in a table
-  Find and replace data in records in a table
-  Apply text formatting
-  Use the Help feature

ACCESS CHAPTERS 5 – 8 NOT COVERED IN THIS COURSE








~~Access 2016 Level 1, Chapter 5 Creating Forms~~

Upon completion of this chapter you will be able to:

- ~~ Create a form using the Form button~~
- ~~ Change views in a form~~
- ~~ Print and navigate in a form~~
- ~~ Add records to and delete records from a form~~
- ~~ Create a form with a related table~~
- ~~ Customize a form~~
- ~~ Create a split form and multiple items form~~
- ~~ Create a form using the Form Wizard~~










~~Access 2016 Level 1, Chapter 6 Creating Reports and Mailing Labels~~

Upon completion of this chapter you will be able to:

- ~~ Create a report using the Report button~~
- ~~ Display a report in Print Preview~~
- ~~ Create a report with a query~~
- ~~ Format and customize a report~~
- ~~ Group and sort records in a report~~
- ~~ Create a report using the Report Wizard~~
- ~~ Create mailing labels using the Label Wizard~~








~~Access 2016 Level 1, Chapter 7 Modifying, Filtering, and Viewing Data~~

Upon completion of this chapter you will be able to:

- ~~ Filter data by selection and form~~
- ~~ Remove a filter~~
- ~~ View object dependencies~~
- ~~ Compact and repair a database~~
- ~~ Encrypt a database with a password~~
- ~~ View and customize document properties~~
- ~~ Customize the Recent tab Backstage view~~
- ~~ Save a database in an earlier version of Access~~
- ~~ Save a database object in PDF file format~~

~~Access 2016 Level 1, Chapter 8 Exporting and Importing Data~~

Upon completion of this chapter you will be able to:

- ~~ Export Access data to Excel~~
- ~~ Export Access data to Word~~
- ~~ Merge Access data with a Word document~~
- ~~ Exporting an Access object to a PDF or XPS file~~
- ~~ Import data to a new table~~
- ~~ Link data to a new table~~
- ~~ Use the Office Clipboard~~

EVALUATIONS AND GRADING CRITERIA:

Each assignment is graded out of a possible mark of 10. 3 marks are deducted for each format, spelling, punctuation or other error. REDOS are welcome. Each assignment can be submitted for one redo for full marks. **All assigned work must be completed in order to qualify to write tests and exams and in order to get a grade in this course.**

ASSIGNMENT	WEIGHTING
Word Assignments	10%
Word Exam	15%
Excel Assignments	10%
Excel Exam	15%
Access Assignments	10%
Access Exam	10%
Final Exam	30%

COURSE SCHEDULE/TENTATIVE TIMELINE:

Assignments are due 11:59 Sunday. All work will be graded within 24 hours. Redo's are due within 24 hours. Early submissions and an accelerated schedule is welcomed.

Week	Topic	Due Date
1	Course Outline Getting Started Word Chapter 1	Word Chapter 1 Assignments Due: Sunday, February 9
2	Word Chapter 2: Formatting Characters and Paragraphs	Word Chapter 2 Due: Sunday, February 9

Week	Topic	Due Date
3	Word Chapter 3 Customizing Paragraphs Word Chapter 4 Formatting Pages Proofing Documents	Word Chapter 3 and Word Chapter 4 Due: Sunday, February 16
4	Word Unit 1 Word Unit 1 Exam Business Letters and Memos	Word Unit 1 Exam (Chapters 1 – 4) Open February 16 - 23 Due: February 23 LEASE CONTACT ME FOR ALTERNATE DATE OR TIME IF REQUIRED. Business Letters and Memos Due: Sunday, February 23
5	Word Chapter 5 Applying Formatting and Inserting Objects Word Chapter 6 Maintaining Documents and Print envelopes and Labels	Word Chapters 5 and 6 Due: Sunday, March 1
6	Word Chapter 7 Creating Tables and SmartArt Word Chapter 8 Merging Documents	Word Chapters 7 and 8 Due: Sunday, March 8
7	Word Unit 2 Exam	Word Unit 2 Exam (Chapters 1 – 4) Available Week 7 Due: Sunday, March 15 PLEASE CONTACT ME FOR ALTERNATE DATE OR TIME IF REQUIRED.
8	Excel 2016 Level 1, Chapter 1 Preparing the Excel Worksheet Excel 2016 Level 1, Chapter 2 Inserting Formulas in a Worksheet	Excel Chapter 1 and Chapter 2 Due: Sunday, March 15
9	Excel 2016 Level 1, Chapter 3 Formatting a Worksheet Excel 2016 Level 1, Chapter 4 Enhancing a Worksheet	Excel Chapter 3 and Chapter 4 Due: Sunday, March 29
10	Excel 2016 Level 1, Chapter 5 Moving Data Within and Between Workbooks Excel 2016 Level 1, Chapter 7 Creating Charts and Inserting Formulas	Excel Chapter 5 and Chapter 7 Due: Sunday, April 5
11	Excel Exam	Excel Exam (Chapters 1 – 7) Available Week 11 Due: Sunday, April 12

Week	Topic	Due Date
		PLEASE CONTACT ME FOR ALTERNATE DATE OR TIME IF REQUIRED
12	Access 2016 Level 1, Chapter 1 Managing and Creating Tables Access 2016 Level 1, Chapter 2 Creating Relationships between Tables	Access Chapter 1 and 2 Due: Sunday, April 19
13	Access 2016 Level 1, Chapter 3 Performing Queries Access 2016 Level 1, Chapter 4 Creating and Modifying Tables in Design View	Access Chapters 3 and 4 Due: Sunday, April 26
14	Access Exam	Access Exam (Chapters 1 – 4) Available Week 14 Due: Sunday, May 3 PLEASE CONTACT ME FOR ALTERNATE DATE OR TIME IF REQUIRED
15	Final Exam	Final Exam Available May 3 - 17 Due Sunday May 17

STUDENT RESPONSIBILITIES:

To read, understand and comply with GPRC academic policies.

****Note:** all Academic and Administrative policies are available at

<https://www.gprc.ab.ca/about/administration/policies/>

STATEMENT ON PLAGIARISM AND CHEATING:

Refer to the College Policy on Student Misconduct: Plagiarism and Cheating at

https://www.gprc.ab.ca/files/forms_documents/Student_Misconduct.pdf

****Note:** all Academic and Administrative policies are available at

<https://www.gprc.ab.ca/about/administration/policies/>

Certification: Microsoft Office Specialist

With the release of Office 2016, Microsoft has developed a new set of certification objectives, which are available at <http://www.microsoft.com/learning/en/us/mos-certification.aspx>. The following books in the Benchmark Series have been validated and approved by ProCert Labs (www.procert.com) as courseware covering the Core-level objectives in the Microsoft Office Specialist Certification exam.

- *Word 2016 Levels 1 & 2*
- *Excel 2016 Levels 1 & 2*
- *Access 2016*
- *PowerPoint 2016*

Should you wish to pursue more information about MOS Certification please contact Grace Walton gwalton@gprc.ab.ca