



DEPARTMENT OF BUSINESS AND OFFICE ADMINISTRATION

COURSE OUTLINE – WINTER 2020

OA1155 A3 Access and Powerpoint Expert (3-0-1.5) 67.5 hours, 15 weeks

INSTRUCTOR: Janelle MacRae **PHONE:** 780-539-2215
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OFFICE Mon and Wed 1:30 PM – 3:30 PM or by appointment.
HOURS: Reach me any time via email

CALENDAR DESCRIPTION:

This course covers expert level concepts and techniques of Microsoft Access and PowerPoint through lectures, demonstrations, and hands on practical applications. Students will master the software concepts required to gain the Microsoft Office Certification - Access and PowerPoint. Students will also become familiar with OneNote.

PREREQUISITE(S)/COREQUISITE:

OA1145

REQUIRED TEXT/RESOURCE MATERIALS:

- 1) *Benchmark Series: Microsoft Powerpoint 2016* – Text and Workbook, EMC Paradigm, 2016
- 2) *Benchmark Series: Microsoft Access 2016 Level 2*– Text and Workbook, EMC Paradigm, 2016

DELIVERY MODE(S):

Lecture / Lab / Active Learning This course will take place in a computer lab setting. Lectures will occur at the beginning of each new chapter and will cover all the concepts introduced in that chapter.

LEARNING OUTCOMES:

Upon completion of the course students will obtain the following skills:

Microsoft Access

Access 2016 Level 2, Chapter 1 Designing the Structure of Tables

After completing this chapter you will be able to:

- Design the structure of a table to optimize efficiency and accuracy of data
- Select the appropriate field data type based on analysis of the source data
- Disallow blank field values
- Allow or disallow zero-length strings in a field
- Create a custom format for ShortText, numeric, and Date/Time data type fields
- Create a custom input mask
- Define a rich text formatting for a Long Text data type field
- Store the history of changes to a Long Text data type field
- Define and use an Attachment data type field with multiple attachments

Access 2016 Level 2, Chapter 2 Building Relationships and Lookup Fields

After completing this chapter you will be able to:

- Create and edit relationships between tables, including one-to-many, one-to-one, and many-to-many relationships
- Define a table with a multiple-field primary key
- Create and modify a lookup field to populate records with data from another table
- Create a lookup field that allows having multiple values in records
- Create single-field and multiple-field indexes
- Define the term normalization
- Determine if a table is in first, second, or third normal form

Access 2016 Level 2, Chapter 3 Advanced Query Techniques

After completing this chapter you will be able to:

- Save a filter as a query
- Create and run a parameter query to prompt for criteria
- Add tables to and remove tables from a query
- Create an inner join, left join, and right join to modify query results
- Create a self-join to match two fields in the same table
- Create a query that includes a subquery
- Create a query that uses conditional logic
- Assign an alias to a table name and a field name
- Select records using a multiple-value field in a query
- Create a new table using a make-table query
- Remove records from a table using a delete query
- Add records to the end of an existing table using an append query
- Modify records using an update query

Access 2016 Level 2, Chapter 4 Creating and Using Custom Forms

Upon completion of this chapter you will be able to:

- Create forms using design view
- Add calculations to a form
- Adjust control objects for consistency in appearance
- Add graphics to a form
- Anchor controls to a form
- Insert a Total row
- Create a datasheet form and restrict actions
- Create a blank form
- Find records in a form

Access 2016 Level 2, Chapter 5 Creating and Using Custom Reports

After completing this chapter you will be able to:

- Create a custom report in Design view using all five report sections
- Move, size, format, and align control objects
- Insert a subreport into a report
- Add page numbers and date and time controls
- Add graphics to a report
- Group records including adding functions and totals
- Add and format a calculated field to a custom report
- Modify section or group properties to control print options
- Create and modify charts in a report
- Create a blank report
- Add hyperlinks and list boxes to a report
- Change the shape of a tab control
- Change the tab order of fields
- Insert a subform into a report

Access 2016 Level 2, Chapter 6 Using Access Tools and Managing Objects

After completing this chapter you will be able to:

- Create a new database using a template
- Add a group of objects to a database using an Application Parts template
- Save a database as a template
- Create a new form using an Application Parts Blank Form
- Create a form to be used as a template in a database
- Create a table by copying the structure of another table
- Evaluate a table using the Table Analyzer Wizard
- Evaluate a database using the Performance Analyzer
- Split a database
- Print documentation about a database using the Database Documenter
- Rename and delete objects

- Create a database using templates, Application Parts, Quick Start, and wizards

Access 2016 Level 2, Chapter 7 Automating, Customizing, and Securing Access

After completing this chapter you will be able to:

- Create, run, edit, and delete a macro
- Assign a macro to a command button on a form
- View macro code created for a command button in a form's Property Sheet task pane
- Convert a macro to Visual Basic
- Create and edit a Navigation form
- Change database startup options
- Show and hide the Navigation pane
- Customize the Navigation pane by hiding objects
- Define error-checking options
- Import and export customizations
- Customize the ribbon

Access 2016 Level 2, Chapter 8 Integrating Access Data

After completing this chapter you will be able to:

- Create and restore a backup database file
- Create an ACCDE database file
- View Trust Center settings
- Import data from another Access database
- Link to a table in another Access database
- Determine when to import from versus link to external sources
- Reset or refresh links using Linked Table Manager
- Import data from a text file
- Save import specifications
- Export data in an Access table or query as a text file
- Save and run export specifications
- Export an object as an XPS document
- Create a database in an older format

Microsoft PowerPoint

Unit 1 Create and Format PowerPoint Presentations

Chapter 1 Prepare a PowerPoint Presentation

Upon completion of this chapter you will be able to:

- Create a PowerPoint Presentation
- Open a Presentation
- Open a Presentation from the Recent Presentations List
- Save a Presentation to a Recent List

- Run a Presentation
- Close a Presentation
- Plan a Presentation
- Create a Presentation
- Use a Design Theme Template
- Create Slides in a Presentation
- Choose a Slide Layout
- Insert a New Slide
- Save a Presentation
- Change Views
- Navigate in a Presentation
- Print and Preview a Presentation
- Run a Slide Show
- Apply a Design Theme and Color Variant
- Delete a Presentation
- Prepare a Presentation from a Blank Presentation
- Prepare a Presentation in Outline View
- Add Transition and Sound Effects
- Remove Transitions and Sounds
- Advance Slides Automatically

Chapter 2 Modify a Presentation and Use Help

Upon completion of this chapter you will be able to:

- Check Spelling
- Use the Thesaurus
- Manage Text in Slides
- Insert and Delete Text in Slides
- Find and Replace Text in Slides
- Cut, Copy, and Paste Text in Slides
- Rearrange Text in the Outline Pane
- Size and Rearrange Placeholders in a Slide
- Manage Slides
- Insert and Delete Slides
- Move Slides
- Copy a Slide
- Copy a Slide between Presentations
- Duplicate Slides
- Reuse Slides
- Create Sections within a Presentation
- Customize the Quick Access Toolbar
- Use Help
- Get Help on a Button
- Get Help in a Dialog Box or Backstage Area

Chapter 3 Format Slides

Upon completion of this chapter you will be able to:

- Format a Presentation
- Apply Font Format
- Format with Format Painter
- Format Paragraphs
- Fit Contents in a Placeholder
- Customize Paragraphs
- Customize Columns
- Rotate and Vertically Align Text
- Customize Bullets
- Customize Number
- Customize Placeholders
- Customize Placeholders at the Format Shape Task Pane
- Change Page Setup
- Modify Theme Colors and Forms
- Customize Slide Backgrounds
- Create Custom Themes
- Create Custom Theme Colors
- Create Custom Theme Fonts
- Save a Custom Theme
- Edit Custom Themes
- Delete Custom Themes

Chapter 4 Insert Elements in Slides

Upon completion of this chapter you will be able to:

- Insert and Format Text Boxes
- Format a Text Box
- Select Multiple Objects
- Align Text Boxes
- Set Tabs in a Text Box
- Insert, Format, and Copy Shapes
- Display Rulers, Gridlines, and Guides
- Merge Shapes
- Group/Ungroup Objects
- Insert an Image
- Customize and Format an Image
- Size, Crop, and Move an Image
- Arrange Images
- Insert a Picture as a Slide Background
- Insert an Image from Office.com
- Size, Rotate, and Position Objects

- Copy Objects within and between Presentations
- Create Screenshots
- Create and Format WordArt Text
- Insert Symbols
- Insert Headers and Footers

Unit 2 Customize and Enhance PowerPoint Presentations

Chapter 5 Create Tables, Charts, and SmartArt Graphics

Upon completion of this chapter you will be able to:

- Create a Table
- Enter Text in Cells
- Select Cells
- Change Table Design
- Change Table Layout
- Insert an Excel Spreadsheet
- Draw a Table
- Create SmartArt
- Modify SmartArt
- Format SmartArt
- Convert Text and WordArt to a SmartArt Graphic
- Insert Text in the Text Pane
- Convert a SmartArt Graphic to Text or Shapes
- Create a Chart
- Format with Chart Buttons
- Change Chart Design
- Format a Chart and Chart Elements
- Create a Photo Album
- Edit and Format a Photo Album
- Format Pictures

Chapter 6 Use Action Buttons

Upon completion of this chapter you will be able to:

- Use VIEW Tab Options
- Change the Zoom
- Manage Windows
- View in Color and Grayscale
- Insert Action Buttons
- Apply an Action to an Object
- Insert Hyperlinks

Chapter 7 Apply Custom Animation and Set Up Shows

- Apply and Remove Animations

- Apply Animation Effects
- Apply Animations with Animation Painter
- Modify Animation Effects
- Reorder Items
- Customize Animation Effects at the Animation Pane
- Apply Sound to Animations
- Apply a Build
- Animate Shapes and Images
- Animate a SmartArt Graphic
- Animate a Chart
- Create a Motion Path
- Apply a Trigger
- Set Up a Slide Show
- Run a Presentation without Animation
- Set Up a Presentation to Loop Continuously
- Set Automatic Times for Slides
- Record Narration
- Hide Slides
- Manage Monitors
- Use Presenter View
- Present a Presentation Online
- Create a Custom Show
- Run a Custom Show
- Edit a Custom Show
- Print a Custom Show
- Insert Audio and Video Files
- Insert an Audio File
- Insert a Video File
- Optimize and Compress Audio and Video Files
- Show and Hide Media Controls
- Trim a Video File
- Play an Audio File throughout a Presentation

Chapter 8 Integrate, Share, and Protect Presentations

Upon completion of this chapter you will be able to:

- Import a Word Outline
- Copy and Paste Data
- Share Presentations
- Export Presentations
- Save a Presentation in the PDF or XPS Formats
- Create a Video of a Presentation
- Package a Presentation
- Export a Presentation to a Word Document

- Save a Presentation in a Different Format
- Embed and Link Objects
- Embed Objects
- Link Objects
- Edit Linked Objects
- Download Templates
- Compare and Combine Presentations
- Manage Comments
- Manage Presentation Information
- Manage Presentation Properties
- Protect a Presentation
- Encrypt a Presentation
- Add a Digital Signature
- Inspect a Presentation
- Check the Accessibility of a Presentation
- Check the Compatibility of a Presentation
- Manage Versions
- Customize PowerPoint Options

Microsoft OneNote

You will also be able to use and demonstrate some of the key features of Microsoft OneNote.

EVALUATIONS AND GRADING CRITERIA:

Access Assignments	15%
Access Unit Tests	20%
PowerPoint Assignment	15%
PowerPoint Unit Tests	20%
COMPREHENSIVE FINAL EXAM OR Access MOS Certificate OR PowerPoint MOS Certificate	30%
	100%

***NOTE: MICROSOFT OFFICE SPECIALIST (MOS) CERTIFICATION.** All course work must be completed in order to qualify to take the MOS Certificate in either program. There is a cost component to the MOS Test and tests must be booked after the last assignment is completed. All tests can be booked with Grace Walton - gwalton@gprc.ab.ca and payment is due prior to writing the exam. MOS exams are 50 minutes in length and students will receive a MOS Certificate from Microsoft, which is a globally recognized certification. This test is only available on-site at the GPRC Grande Prairie campus unless a MOS Testing

Centre is located in your local area. Therefore, if distance students wish to select this option for their final exam appointment, special on-site arrangements can be made with your instructor for the practice test and on-site test.

COURSE POLICIES:

Unit Tests: Unit Tests must be taken in class as scheduled. No rewrites will be given. If there is an excusable absence, the weighting of the missed test will be added to the final exam weighting. If the absence is not excusable, a grade of 0% will be given.

DUE DATES: Work must be submitted to Moodle by the due date and time given. Printouts at specified by the instructor must be turned in by the date and time given. No lates will be accepted.

EXAM POLICIES

“You may be **refused permission to write a final examination** in a course on the advice of the instructor concerned. This usually happens when absences are excessive (more than 6) or if significant parts of required assignments or lab work are not completed.”

Final examinations will be scheduled by the registrar’s office. Do not plan any activities during examination week.

In order to receive credit for Business Administration and Office Administration first year courses, you must achieve 50 percent on the final examination or final project, and a course composite grade of at least D (50%).

COURSE SCHEDULE/TENTATIVE TIMELINE:

Week	Class	Chapter	Description
Microsoft Access 2016 Level 2			
1	Class 1	Course Intro	Course Outline/Moodle Overview/Textbook info
	Class 2	Level 2, Ch 1	Overview of Chapter 1 Designing the Structure of Tables
	Class 3	Lab Day	Chapter 1 assignments due end of class
2	Class 4	Level 2, Ch 2	Overview of Chapter 2 Designing and Building Relationships and Lookup Fields
	Class 5	Level 2, Ch 3	Overview of Chapter 3 Advanced Query Techniques
	Class 6	Lab Day	Chapter 2 and Chapter 3 Assignments Due End of Day
3	Class 7	Level 2, Ch 4	Overview of Chapter 4 Creating and Using Custom Forms
	Class 8	Lab Day/Review Day	Chapter 4 assignments due end of class Unit 1 Test Review
	Class 9	Unit 1 Test	Unit 1 Test
4	Class 10	Level 2, Ch 5	Overview of Chapter 5 Creating and Using Custom Reports
	Class 11	Level 2, Ch 6	Chapter 6 Overview Using Access Tools and Managing Objects
	Class 12	Lab Day	Chapter 5 and 6 Assignments Due End of Day
5	Class 13	Level 2, Ch 7	Overview of Chapter 7 Automating, Customizing and Securing Access
	Class 14	Level 2, Ch 8	Overview of Chapter 8 Integrating Access Data
	Class 15	Lab Day	Chapter 7 and 8 Assignments Due End of Day

Week	Class	Chapter	Description
Microsoft Access 2016 Level 2			
6	Class 16	Chs 1-8	Unit 2 Test Review
	Class 17	Unit 2 Test	Unit 2 Test
	Class 18	No Class	
Week 7 - READING WEEK			
Using Microsoft PowerPoint 2016			
8	PowerPoint Chapters 1 & 2		Due: Friday, Week 8
9	PowerPoint Chapters 3 & 4		Due: Friday, Week 9
10	Unit 1 Test Review PowerPoint Unit 1 Test		
11	Business Conference Tues, March 17 th PowerPoint Chapter 5 Thursday and Friday		Assignments Due: Friday, Week 11
12	PowerPoint Chapters 6 & 7		Due: Friday, Week 12
13	PowerPoint Chapter 8 Unit 2 Final Project preparation		
14	PowerPoint Unit 2 Final Project/Test Review for Final Exam and or MOS Preparation		

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/>