

## DEPARTMENT OF BUSINESS AND OFFICE ADMINISTRATION

### COURSE OUTLINE –Spring/Summer 2023

#### OA1155 (EC): POWERPOINT, ADVANCED OUTLOOK AND REMOTE WORKING TECHNOLOGIES –(3-0-1.5) 67.5 Hours for 8 Weeks

Northwestern Polytechnic acknowledges that our campuses are located on Treaty 8 territory, the ancestral and present-day home to many diverse First Nations, Metis, and Inuit people. We are grateful to work, live and learn on the traditional territory of Duncan's First Nation, Horse Lake First Nation and Sturgeon Lake Cree Nation, who are the original caretakers of this land.

We acknowledge the history of this land and we are thankful for the opportunity to walk together in friendship, where we will encourage and promote positive change for present and future generations.

**INSTRUCTOR:** Janelle MacRae **PHONE:** 780-539-2215  
**OFFICE:** C305 **E-MAIL:** jmacrae@NWpolytech.ca  
**OFFICE HOURS:** Wednesday and Friday 11:30 AM – 1:00 PM

#### CALENDAR DESCRIPTION:

This course covers expert level concepts and techniques of PowerPoint and Outlook through lectures, demonstrations, and hands on practical applications. Students will master the software concepts required to gain the Microsoft Office Certification in PowerPoint and in Outlook. This course will also provide training in remote working technologies such as Zoom, Microsoft Teams, SharePoint, OneDrive and Adobe Acrobat.

#### PREREQUISITE(S)/COREQUISITE:

OA1145

#### REQUIRED TEXT/RESOURCE MATERIALS:

- 1) Cirrus for Benchmark Series: Microsoft PowerPoint 365/2019
- 2) Cirrus for Microsoft Outlook 2019

Optional text: We will refer to Chapter 14 of the Administrative Professional text used in OA1215 (no need to purchase specifically for this course)

#### DELIVERY MODE(S):

**Online** - This type of course will be offered online. There are no set class times and students attend remotely and asynchronously.

This is a paced online course, meaning there are weekly requirements that must be met.

Students will be expected to work through class material on the MyClass course page as well as the supplementary Cirrus website.

## **LEARNING OUTCOMES:**

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

### **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 Outlook**

### **Chapter 1: Communicating with Email**

Review of Chapter 1 concepts previously covered in OA1215:

- 1 Identify Outlook components and display folder contents
- 2 Compose, send, open, and print messages
- 3 Reply to, forward, and delete messages
- 4 Attach files to messages and manage file attachments
- 5 Add Cc and Bcc recipients to messages
- 6 Apply formatting options to text in messages
- 7 Assign importance, sensitivity, tracking, and delivery options to messages
- 8 Apply follow-up flags to messages
- 9 Mark messages as read or unread
- 10 Create signatures
- 11 Save a message in the Drafts folder
- 12 Use the Tell Me feature to access Help resources

### **Chapter 2: Managing and Archiving Email Messages**

- 1 Find messages using Instant Search
- 2 Use Search Tools to modify the scope of a search or refine search criteria
- 3 Create a search folder for repetitive searches
- 4 Arrange and sort messages in the Content pane
- 5 Arrange and manage messages using Conversations view
- 6 Apply color categories to messages
- 7 Create folders and move messages from one folder to another
- 8 Create a rule to move messages to a folder automatically
- 9 Modify the settings for junk email
- 10 Archive messages and perform mailbox maintenance

### **Chapter 3: Using Calendar for Scheduling**

- 1 Schedule, edit, move, and delete appointments and events
- 2 Schedule recurring appointments
- 3 View and print daily, weekly, and monthly calendars
- 4 Change the Calendar view to show only active appointments
- 5 Turn on the Reading pane and view appointment details
- 6 Apply color categories to appointments and view appointments by category
- 7 Create conditional formatting rules
- 8 Schedule meetings by sending meeting requests
- 9 Accept, decline, and update meeting requests
- 10 Change calendar options
- 11 Display and work with multiple calendars
- 12 Share a calendar
- 13 Delete a calendar

#### **Chapter 4: Managing Contacts and Creating Tasks**

- 1 Add, edit, and delete contacts
- 2 Add a photo of a contact to the Contact window
- 3 Flag a contact for a follow-up activity
- 4 Sort and filter contacts
- 5 Apply a color category to a contact
- 6 Find a contact using search tools
- 7 Send an email message or schedule a meeting from the Contacts module
- 8 Create and use a contact group
- 9 Create, update, print, and delete tasks
- 10 Display a task list in Simple List view and Detailed List view

#### **Remote Working Technologies**

1. Identify the advantages and disadvantages of working remotely
2. Describe the individual qualities and skills necessary for success as a virtual worker
3. Determine and practice the qualities and behaviors necessary in self-management
4. Describe an effective workspace for a virtual assistant or teleworker
5. Learn useful features of a variety of remote working technologies including Zoom, Microsoft Teams, SharePoint, OneDrive and Adobe Acrobat.

#### **TRANSFERABILITY:**

Please consult the Alberta Transfer Guide for more information. You may check to ensure the transferability of this course at the Alberta Transfer Guide main page <http://www.transferalberta.ca>.



**\*\* Grade of D or D+ may not be acceptable for transfer to other post-secondary institutions. Students are cautioned that it is their responsibility to contact the receiving institutions to ensure transferability**

**EVALUATIONS:**

PowerPoint Assignments	10%
PowerPoint Unit Tests	20%
Outlook Assignments	10%
Outlook Test	10%
Remote Working Technologies	20%
COMPREHENSIVE FINAL EXAM OR Outlook 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. All tests can be booked with the Northwestern Polytechnic Testing Centre 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.

**GRADING CRITERIA:**

Please note that most universities will not accept your course for transfer credit **IF** your grade is **less than C-**.

Alpha Grade	4-point Equivalent	Percentage Guidelines		Alpha Grade	4-point Equivalent	Percentage Guidelines
A+	4.0	90-100		C+	2.3	67-69
A	4.0	85-89		C	2.0	63-66
A-	3.7	80-84		C-	1.7	60-62
B+	3.3	77-79		D+	1.3	55-59
B	3.0	73-76		D	1.0	50-54
B-	2.7	70-72		F	0.0	00-49

**STUDENT RESPONSIBILITIES:**

Tests: Tests and quizzes must be taken during the specified time period. No rewrites will be given. If there is an excusable reason for missing the test, it must be communicated to the instructor in advance of the scheduled test period, then 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 MyClass and Cirrus by the due date and time given. No lates will be accepted.

Students must read, understand and comply with NWP academic policies.

**\*\*Note:** all Academic and Administrative policies are available at [GPRC Policies | Northwestern Polytechnic \(nwpolytech.ca\)](https://www.nwpolytech.ca/gprc-policies)

## **EXAM POLICIES**

Final examinations must be taken during the specified time period. Do not plan any activities during examination week.

## **STATEMENT ON PLAGIARISM AND CHEATING:**

Cheating and plagiarism will not be tolerated and there will be penalties. For a more precise definition of plagiarism and its consequences, refer to the Student Conduct section of the Northwestern Polytechnic Calendar at <https://www.nwpolytech.ca/programs/calendar/> or the Student Rights and Responsibilities policy which can be found at <https://www.nwpolytech.ca/about/administration/policies/index.html>.

**\*\*Note:** all Academic and Administrative policies are available on the same page.