

GRANDE PRAIRIE REGIONAL COLLEGE
OFFICE ADMINISTRATION
COURSE OUTLINE

OA 2270

MICROSOFT OFFICE PROFESSIONAL – An Expert Level Course

INSTRUCTORS:

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TEXT:

Advanced Microsoft Office 2000; Flynn & Rutkosky, 2000

PREREQUISITES:

OA 2610, OA 1140 and OA 1150 or equivalent

**COURSE
DESCRIPTION:**

This course teaches you the expert concepts and techniques of Microsoft Excel, Access, Outlook, Scheduler, and Powerpoint 2000.

**COURSE
OBJECTIVE:**

Students will be able to perform all activities to attain an Expert level of skill in Excel 2000 including the skills set:

1. Apply formats (accounting, fraction, and scientific).
2. Create custom forms
3. Use styles and autoformats.
4. Use lists to sort data and query from a list.
5. Print workbooks.
6. Audit a worksheet.
7. Use advanced functionality.
8. Use macros.
9. Import and export data from other applications.
10. Use templates.
11. Use multiple workbooks.
12. Use workgroup functions.

Students will apply expert Excel 2000 skill sets to create the following documents:

1. Accounting/financial statements
2. Data analysis
3. Statistical tables
4. Amortization tables
5. Forecasts
6. Personal records
7. Lists

Students will be able to perform all activities to attain a Proficient level of skill in PowerPoint 2000 including the skill sets:

1. Create a presentation.
2. Add textual information.
3. Add visual elements.
4. Bring in data from other sources.
5. Modify a presentation.
6. Prepare for distribution.
7. Customize a presentation.
8. Deliver a presentation.

Students will be able to perform all activities to attain an Expert level of skill in Access 2000 including the skill sets:

1. Create a database.
2. Use forms.
3. Modify a database.
4. View information.
5. Organize information.
6. Locate information.
7. Refine the results of a query.
8. Analyze data.
9. Create sub forms.
10. Build a relational database.
11. Integrate information from other applications.
12. Utilize web capability.
13. Maintain data integrity.
14. Build a form for others users.
15. Produce reports.

Students will be able to perform all activities to attain a Proficient level of skill in Outlook 2000 including the skill sets:

1. Opening the calendar folder.
2. Creating a personal sub folder in the calendar.
3. Entering appointments using the appointment area.
4. Editing appointments.
5. Moving appointments.
6. Creating an event.
7. Displaying a calendar.
8. Creating a task list.
9. Printing a calendar.
10. Contacts.

GRADING:

EXCEL	50%
ACCESS, POWERPOINT, OUTLOOK	50%

PLAGIARISM:

The penalty for plagiarism is SEVERE. It can consist of EXPULSION from the institution or receiving a grade of ZERO on a course. DON'T do it!!!