

ITS-Educational Technology

Syllabus—240:133—Mastering Microsoft Office

The class schedule is posted at <http://www.uni.edu/its/et/tnt/c.html>

One hour of undergraduate credit will be earned on a credit-no credit (pass-fail) basis only.

Description

This course will strengthen your knowledge of Microsoft Word, PowerPoint and Excel. Each two-hour class will introduce various features of a program and provide practice with those features.

Course requirements

Upon completion of this 16 hour course, each student will be able to:

- Access and use the toolbars and menus available within the Microsoft Office Suite;
- Use the Task Pane to perform common operations;
- Utilize Help to discover and implement all features of Microsoft Office;
- Save documents, in various formats, in an organized fashion;
- Select text in a variety of ways and apply varying formatting attributes;
- Utilize the ruler to apply various tab and indent settings including first line, hanging, and block quotes;
- Set paragraph attributes including indents and line spacing;
- Create and modify bulleted and numbered lists;
- Insert page numbers automatically;
- Adjust margins and other page attributes;
- Create and utilize tables to organize page layout;
- Insert headers and footers on pages;
- Set and use autocorrect features;
- Insert images and other objects on pages; set and adjust word wrap features;
- Create and use Styles;
- Automatically create a Table of Contents;
- Use the Mail Merge feature to create and modify form letters and labels;
- Use Cut, Copy, Paste, and Paste Special to move objects within and between documents, and to automatically update changes to linked data;
- Enter data into cells;
- Create formulae manually and using functions; manipulate operators in functions;
- Utilize the Fill operation in Excel;
- Create custom lists;
- Create Charts and Graphs;
- Create multiple worksheets within a single Excel workbook;
- Link formulae between worksheets;
- Use Excel as a database;
- Set and use various print functions;
- Create and format slides in PowerPoint;
- Apply templates to slides;
- Create custom templates;

- Apply transitions and animation effects;
- Create custom animation effects;
- Use the master slide;
- Use the options within Slide Show Navigation for smooth, professional presentations;
- Create links from objects;
- Hyperlink to other slides and presentations, and launch other programs;
- Insert and format sounds and movies;
- Create action buttons;
- Create Word Art objects;
- Create and use Notes pages and Handouts;
- Create auto-run shows;
- Utilize motion paths for inserting objects.

Attendance at all sessions is mandatory. If, due to unavoidable UNI conflicts, illness, or other emergency it is necessary to miss a session, that session must be made up, either in advance or after the fact, by attending the same session as offered at another time. Only two such make-up opportunities will be allowed. Missing even one session without making it up will result in no credit being earned. All available workshop offerings are published on our regular monthly workshop schedule, usually no later than the last week of the month.

Assignments include the regular exercises completed during the workshop. These exercises must be saved and left in the designated folder on the computer at the end of each session for verification. Failure to complete the assignments for any workshop will be treated as an absence and that session will have to be repeated.

Contact Information:

Website—<http://www.uni.edu/its/et/tnt> (workshop schedules and other information)

Email—its-tnt@uni.edu

Telephone—**273-6140 (Eric Henely GA, and Melodie Kapping GA, instructors)**

273-7197 (Phil Hibbard)

273-6730 (Jason Vetter)

273-3086 (Lori Seawel)

Continuing Education (questions about registration or credit)

273-5970 (Bonnie Poley)