Learning Microsoft Office 2016

Course Syllabus

**Instructor:** Mrs. Segura

Aide: Mrs. Regina Flores

### Course Description

*Microsoft Office 2016:* teaches skills with Microsoft’s popular Office 2016 suite of applications. You will learn the basic features and functions of Word, Excel, PowerPoint, and Access. You will also learn about computer concepts, the new Windows 7 operating system, and Internet skills.

### Course Objectives

By the end of this course, you will be able to:

* Identify the basic parts of a computer system
* Log on and off from Windows
* Back up files on a USB flash drive
* Type a professional business letter (Word)
* Work with proofreading tools (Word)
* Create appropriate report formats (Word)
* Insert a table in a document (Word)
* Conduct a mail merge (Word)
* Discuss how Excel helps productivity (Excel)
* Clear cell contents, including formatting (Excel)
* Modify and copy formulas (Excel)
* Control text to align and fit within cells (Excel)
* Modify column width and row height (Excel)
* Create, modify, format, and print charts (Excel)
* Apply a document theme (PowerPoint)
* Create a presentation from a Word outline (PowerPoint)
* Add transition effects (PowerPoint)
* Define database key terms (Access)
* Create a database table with Design View (Access)
* Enhance a datasheet (Access)
* Create, save, and run select queries (Access)
* Combine items created in various applications
* Much, much more!

### Course Text

* **Title:** Learning Microsoft Office 2016- Level 1
* **Author:** Joyce J. Nielsen
* **Publisher:** Pearson

### Work Standards

* Please arrive on time for each class meeting. Please notify me if you must leave early for any class session.
* Follow the ground rules of the course.

### Ground Rules

* **Two-minute Rule:** When you work at the computer, don’t struggle with a task that is not working for more than two minutes before asking for help.
* **NDQ Rule:** There are no dumb questions in our classroom. All questions are welcome.
* **Interruption Rule:** Interruptions are welcome. Feel free to raise your hand to ask a question at any time.

### Evaluation

Your performance in this course is evaluated on your performance in exercises with the following skills:

* Computer concepts and Windows:
* Word 2016:
* Excel 2016:
* PowerPoint 2016:
* Access 2016:

A final exam will be given.

### Contact Information

You can email me at csegura@djuhsd.org