

Course of Study: Microsoft Office 1

Course Description:

The course will address professional use and implementation of Microsoft Word and PowerPoint in a business setting. Students will use hands-on practice to gain a deeper understanding of the Microsoft Office Suite.

Course Credit: This course counts as 1/2 elective credit.

Credential Offered: Microsoft Office Specialist 2013 Word and PowerPoint

Purpose of Course:

The fundamental purpose of this course is to provide students with skills to be successful in the business field. Because it is built on Ohio's Learning Standards, this course provides students with a deep understanding of how computer applications are used in the business world regardless of career technical field. Ohio's Learning Standards apply throughout the course and, together with the requirements for the MOS certification, prescribe that students experience the computer applications and develop and utilize skills that make them expert in the field.

Course Content:

Microsoft Word	
Domain	Standard Clusters
Create and manage documents	<p>Create a document</p> <ul style="list-style-type: none">Creating new blank documents, creating new documents using templates, importing files, opening non-native files directly in Word, opening a PDF in Word for editing <p>Navigate through a document</p> <ul style="list-style-type: none">Searching for text within document, inserting hyperlinks, creating bookmarks, using Go To <p>Format a document</p> <ul style="list-style-type: none">Modifying page setup, changing document themes, changing document style sets, inserting simple headers and footers, inserting watermarks, inserting page numbers <p>Customize options and views for documents</p> <ul style="list-style-type: none">Changing document views, using zoom, customizing the quick access toolbar, customizing the ribbon, splitting the window, adding values to document properties, using show/hide, recording simple macros, assigning shortcut keys, managing macro security <p>Configure documents to print or save</p> <ul style="list-style-type: none">Configuring documents to print, saving documents in alternate file formats, printing document sections, saving files to remote locations, protecting documents with passwords, setting print scaling, maintaining backward compatibility
Format text, paragraphs, and sections	<p>Insert text and paragraphs</p> <ul style="list-style-type: none">Appending text to documents, finding and replacing text, copying and pasting text, inserting text via AutoCorrect, removing blank paragraphs, inserting built-in fields, inserting special characters <p>Format text and paragraphs</p> <ul style="list-style-type: none">Changing font attributes, using find and replace to format text, using format painter, setting paragraph spacing, setting line spacing, clearing existing formatting, setting indentation, highlighting text selections, adding styles to text, changing text to WordArt, modifying existing style attributes <p>Order and group text and paragraphs</p> <ul style="list-style-type: none">Preventing paragraph orphans, inserting breaks to create sections, creating multiple columns within sections, adding titles to sections, forcing page breaks

Create tables and lists	<p>Create a table</p> <ul style="list-style-type: none"> Converting text to tables, converting tables to text, defining table dimensions, setting AutoFit options, using quick tables, establishing titles <p>Modify a table</p> <ul style="list-style-type: none"> Applying styles to tables, modifying fonts within tables, sorting table data, configuring cell margins, using formulas, modifying table dimensions, merging cells <p>Create and modify a list</p> <ul style="list-style-type: none"> Adding numbering or bullets, creating custom bullets, modifying list indentation, modifying line spacing, increasing and decreasing list levels, modifying numbering
Apply references	<p>Create endnotes, footnotes, and citations</p> <ul style="list-style-type: none"> Inserting endnotes, managing footnote locations, configuring endnote formats, modifying footnote numbering, inserting citation placeholders, inserting citations, inserting bibliography, changing citation styles <p>Create captions</p> <ul style="list-style-type: none"> Inserting endnotes, managing footnote locations, configuring endnote formats, modifying footnote numbering, inserting citation placeholders, inserting citations, inserting bibliography, changing citation styles
Insert and format objects	<ul style="list-style-type: none"> Insert and format building blocks <ul style="list-style-type: none"> Inserting quick parts, inserting textboxes, utilizing building blocks organizer, customizing building blocks Insert and format shapes and SmartArt <ul style="list-style-type: none"> Inserting simple shapes, inserting SmartArt, modifying SmartArt properties (color, size, shape), wrapping text around shapes, positioning shapes Insert and format images <ul style="list-style-type: none"> Inserting images, applying artistic effects, applying picture effects, modifying image properties (color, size, shape), adding uick styles to images, wrapping text around images, positioning images

Microsoft PowerPoint	
Domain	Standard Clusters
Create and manage presentations	<p>Create a presentation</p> <ul style="list-style-type: none"> Create blank presentations, create presentations using templates, import text files into presentations, import Word document outlines into presentations <p>Format a presentation using slide masters</p> <ul style="list-style-type: none"> Apply a slide master, add new layouts, modify existing layouts, add background images, control page numbers, insert headers and footers, modify presentation themes <p>Customize presentation options and views</p> <ul style="list-style-type: none"> Change page setup options, change to view in color/grayscale, use views to navigate through presentations, modify presentation properties <p>Configure presentations to print or save</p> <ul style="list-style-type: none"> Set handout print options, print selections from presentations, package presentations for CD, save presentations as webpages, print presentations in grayscale, print speaker notes, maintain backward compatibility <p>Configure and present slideshows</p> <ul style="list-style-type: none"> Create custom slideshows, configure slideshow options, rehearse timing, configure slideshow resolution, use Presenter View, navigate within slideshows, annotate slideshows

<p>Insert and format shapes and slides</p>	<p>Insert and format slides</p> <ul style="list-style-type: none"> • Add slide layouts, duplicate existing slides, hide slides, delete slides, modify slide backgrounds, apply styles to slides <p>Insert and format shapes</p> <ul style="list-style-type: none"> • Modify shape backgrounds, apply borders to shapes, resize shapes, insert shapes, create custom shapes, apply styles to shapes <p>Order and group shapes and slides</p> <ul style="list-style-type: none"> • Insert section headers, modify slide order, align and group shapes, display gridlines
<p>Create slide content</p>	<p>Insert and format text</p> <ul style="list-style-type: none"> • Change text to WordArt, create multiple columns in a single shape, insert hyperlinks, apply formatting and styles to text, create bulleted and numbered lists <p>Insert and format tables</p> <ul style="list-style-type: none"> • Create new tables, modify number of rows and columns, apply table styles, import tables from external sources <p>Insert and format charts</p> <ul style="list-style-type: none"> • Create and modify chart styles, insert charts, modify chart type, add legends to charts, modify chart parameters, import charts from external sources <p>Insert and format SmartArt</p> <ul style="list-style-type: none"> • Add shapes to SmartArt, change color of SmartArt, move text within SmartArt shapes, reverse direction, convert lists to SmartArt <p>Insert and format images</p> <ul style="list-style-type: none"> • Resize images, crop images, apply effects, apply styles <p>Insert and format media</p> <ul style="list-style-type: none"> • Adjust media window size, trim timing on media clips, set start/stop times, set media options, link to external media
<p>Apply transitions and animations</p>	<p>Apply transitions between slides</p> <ul style="list-style-type: none"> • Insert transitions between slides, manage multiple transitions, modify transition effect options <p>Animate slide content</p> <ul style="list-style-type: none"> • Apply animations to shapes, apply animations to text strings, add paths to animations, modify animation options <p>Set timing for transitions and animations</p> <ul style="list-style-type: none"> • Modify duration of effects, configure start and finish options, reorder animations, use the Animation pane
<p>Manage multiple presentations</p>	<p>Merge content from multiple presentations</p> <ul style="list-style-type: none"> • Merge multiple presentations, reuse slides from other presentations, view multiple presentations <p>Track changes and resolve differences</p> <ul style="list-style-type: none"> • Set track changes, modify options for track changes, discard changes from specific users, manage comments <p>Protect and share presentations</p> <ul style="list-style-type: none"> • Encrypt presentations with a password, proof presentations, mark as final, compress media, embed fonts, restrict permissions, remove presentation metadata, check for accessibility issues, check for compatibility issues

