

## Course of Study: Microsoft Office 2

### Course Description:

The course will address professional use and implementation of Microsoft Excel and Outlook 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 Excel and Outlook

### 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 Excel	
Domain	Standard Clusters
Create and manage worksheets and workbooks	<p>Create worksheets and workbooks</p> <ul style="list-style-type: none"><li>• Creating new blank workbooks; creating new workbooks using templates; importing files; opening non-native files directly in Excel; adding worksheets to existing workbooks; copying and moving worksheets</li></ul> <p>Navigate through worksheets and workbooks</p> <ul style="list-style-type: none"><li>• Searching for data within a workbook; inserting hyperlinks; changing worksheet order; using Go To; using Name Box</li></ul> <p>Format worksheets and workbooks</p> <ul style="list-style-type: none"><li>• Changing worksheet tab color; modifying page setup; inserting and deleting columns and rows; changing workbook themes; adjusting row height and column width; inserting watermarks; inserting headers and footers; setting data validation</li></ul> <p>Customize options and views for worksheets and workbooks</p> <ul style="list-style-type: none"><li>• Hiding worksheets; hiding columns and rows; customizing the Quick Access toolbar; customizing the Ribbon; managing macro security; changing workbook views; recording simple macros; adding values to workbook properties; using zoom; displaying formulas; freezing panes; assigning shortcut keys; splitting the window</li></ul> <p>Configure worksheets and workbooks to print or save</p> <ul style="list-style-type: none"><li>• Setting a print area; saving workbooks in alternate file formats; printing individual worksheets; setting print scaling; repeating headers and footers; maintaining backward compatibility; configuring workbooks to print; saving files to remote locations</li></ul>
Create cells and ranges	<p>Insert data in cells and ranges</p> <ul style="list-style-type: none"><li>• Appending data to worksheets; finding and replacing data; copying and pasting data; using AutoFill tool; expanding data across columns; inserting and deleting cells</li></ul> <p>Format cells and ranges</p> <ul style="list-style-type: none"><li>• Merging cells; modifying cell alignment and indentation; changing font and font styles; using Format Painter; wrapping text within cells; applying Number format; applying highlighting; applying cell styles; changing text to WordArt</li></ul> <p>Order and group cells and ranges</p> <ul style="list-style-type: none"><li>• Applying conditional formatting; inserting sparklines; transposing columns and rows; creating named ranges; creating outline; collapsing groups of data in outlines; inserting subtotals</li></ul>

Create tables	<p>Create a table</p> <ul style="list-style-type: none"> <li>Moving between tables and ranges; adding and removing cells within tables; defining titles</li> </ul> <p>Modify a table</p> <ul style="list-style-type: none"> <li>Applying styles to tables; banding rows and columns; inserting total rows; removing styles from tables</li> </ul> <p>Filter and sort a table</p> <ul style="list-style-type: none"> <li>Filtering records; sorting data on multiple columns; changing sort order; removing duplicates</li> </ul>
Apply formulas and functions	<p>Utilize cell ranges and references in formulas and functions</p> <ul style="list-style-type: none"> <li>Utilizing references (relative, mixed, absolute); defining order of operations; referencing cell ranges in formulas</li> </ul> <p>Summarize data with functions</p> <ul style="list-style-type: none"> <li>Utilizing the SUM function; utilizing the MIN and MAX functions; utilizing the COUNT function; utilizing the AVERAGE function</li> </ul> <p>Utilize conditional logic in functions</p> <ul style="list-style-type: none"> <li>Utilizing the SUMIF function; utilizing the AVERAGEIF function; utilizing the COUNTIF function</li> </ul> <p>Format and modify text with functions</p> <ul style="list-style-type: none"> <li>Utilizing the RIGHT, LEFT and MID functions; utilizing the TRIM function; utilizing the UPPER and LOWER functions; utilizing the CONCATENATE function</li> </ul>
Create charts and objects	<p>Create a chart</p> <ul style="list-style-type: none"> <li>Creating charts and graphs; adding additional data series; switching between rows and columns in source data; using Quick Analysis</li> </ul> <p>Format a chart</p> <ul style="list-style-type: none"> <li>Adding legends; resizing charts and graphs; modifying chart and graph parameters; applying chart layouts and styles; positioning charts and graphs</li> </ul> <p>Insert and format an object</p> <ul style="list-style-type: none"> <li>Inserting text boxes; inserting SmartArt; inserting images; adding borders to objects; adding styles and effects to objects; changing object colors; modifying object properties; positioning objects</li> </ul>

Microsoft Outlook	
Domain	Standard Clusters
Manage the Outlook environment	<p>Customize Outlook settings</p> <ul style="list-style-type: none"> <li>Include original messages with all reply messages, change text formats for all outgoing messages, customize the Navigation pane, block specific addresses, configure views, manage multiple accounts, set Outlook options</li> </ul> <p>Automate Outlook</p> <ul style="list-style-type: none"> <li>Change quoted text colors, create and assign signatures, use Quick Steps, create and manage rules, create auto-replies</li> </ul> <p>Print and save information in Outlook</p> <ul style="list-style-type: none"> <li>Print messages, print calendars, save message attachments, preview attachments, print contacts, print tasks, save messages in alternate formats, create data files</li> </ul> <p>Search in Outlook</p> <ul style="list-style-type: none"> <li>Create new search folders, search for messages, search for tasks, search for contacts, search calendars, use advanced find, use Search by Location</li> </ul>

Manage messages	<p>Create a message</p> <ul style="list-style-type: none"> <li>Create messages, forward messages, delete messages, add/remove message attachments, add Cc and Bcc to messages, add voting options to messages, reply to all, reply to sender only, prioritize messages, mark as private, request delivery/read receipt, redirect replies, delegate access</li> </ul> <p>Format a message</p> <ul style="list-style-type: none"> <li>Format text, insert hyperlinks, apply themes and styles, insert images, add a signature to specific messages, format signatures, create and use Quick Parts</li> </ul> <p>Organize and manage messages</p> <ul style="list-style-type: none"> <li>Sort messages, move messages between folders, add new local folders, apply categories, configure junk email settings, clean up messages, mark as read/unread, flag messages, ignore messages, sort by conversation, set attachment reminder options</li> </ul>
Manage schedules	<p>Create and manage calendars</p> <ul style="list-style-type: none"> <li>Adjust viewing details for calendars, modify calendar time zones, delete calendars, set calendar work times, use multiple calendars, manage calendar groups, overlay calendars, share calendars</li> </ul> <p>Create appointments, meetings, and events</p> <ul style="list-style-type: none"> <li>Create calendar items, create recurring calendar items, cancel calendar items, create calendar items from messages, set calendar item times, categorize calendar items, use the scheduling assistant, change availability status, schedule resources, utilize Room Finder</li> </ul> <p>Organize and manage appointments, meetings, and events</p> <ul style="list-style-type: none"> <li>Set calendar item importance, forward calendar items, configure reminders, add participants, respond to invitations, update calendar items, share meeting notes</li> </ul> <p>Create and manage notes, tasks, and journals</p> <ul style="list-style-type: none"> <li>Create and manage tasks, create and manage notes, attach notes to contacts, create journal entries, update task status</li> </ul>
Manage contacts and groups	<p>Create and manage contacts</p> <ul style="list-style-type: none"> <li>Create new contacts, delete contacts, import contacts from external sources, edit contact information, attach an image to contacts, add tags to contacts, share contacts, manage multiple address books</li> </ul> <p>Create and manage groups</p> <ul style="list-style-type: none"> <li>Create new contact groups, add contacts to existing groups, add notes to a group, update contacts within groups, delete groups, delete group members</li> </ul>

