



Grande Prairie Regional College

School of Health, Wellness and Career Studies

Department: Office Administration

COURSE OUTLINE – FALL 2012

OA 1140 1.5 (0-0-3) – Microsoft Office 2010, Level I

Instructor	Sharron Barr	Phone	780 – 539 – 2989 (OFFICE) 780 – 532 – 9236 (HOME) 780 – 897 – 6676 (CELL)
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Office Hours	M W F 1 – 2 T R 9 – 10 OR CONTACT ME ANYTIME FOR AN APPOINTMENT	Class	A - T Th 1:00 – 2:20 A307

Prerequisite(s)/corequisite(s):

None

Required Text/Resource Materials:

Benchmark Series Excel 2010 Level 1 , Rutkosky, Seguin, Rutkosky, EMC Paradigm.
Business Math Course Pack for OA1140 (In House)

Description: This course teaches you the core level skill sets required to use Excel 2010.

Credit/Contact Hours: This is a 1.5 credit course with 3 lab hours per week.

Delivery Mode(s): For each topic there will be classroom lectures and demonstrations. Students will be expected to pre-read chapters before the class and participate in the lectures through discussion of the concepts. Students are also expected to complete all assignments and projects on time. Please discuss any questions or concerns with the instructor in class, during the above office hours or by appointment.

Objectives:

This course will teach you to design, create, format and maintain spreadsheets and to integrate Excel with other applications.

Grading Criteria:

Math Module Assignments	10%
Math Midterm Exam	20%
Chapter Assignments	30%
Final Excel Project Exam	40%

Grades will be assigned on the Letter Grading System.

**Office Administration Department
Grading Conversion Chart**

Alpha Grade	4-point Equivalent	Percentage Guidelines	Designation
A+	4	90 – 100	EXCELLENT
A	4	85 – 89	
A-	3.7	80 – 84	FIRST CLASS STANDING
B+	3.3	76 – 79	
B	3	73 – 75	GOOD
B-	2.7	70 – 72	
C+	2.3	67 – 69	SATISFACTORY
C	2	64 – 66	
C-	1.7	60 – 63	
D+	1.3	55 – 59	MINIMAL PASS
D	1	50 – 54	
F	0	0 – 49	FAIL

Tentative Course Schedule/Timeline:

College and Course Policy Information

This college conforms to the provisions of the Americans with Disabilities Act. You are invited to report any special needs to your instructor.

- Your attendance is expected at all class sessions.
- We subscribe to the college policy on academic honesty found in the school catalog.

<u>Week</u>	<u>Topic</u>	<u>Required Reading</u>
Week 1	Course Outline Windows File Management	Course Outline Course Schedule Math Module Order of Operations
Week 2 - 5	Math Review	Math Module
Week 6	Editing and Formatting Documents	Chapter 1
Week 7	Inserting Formulas	Chapter 2
Week 8	Formatting a Worksheet	Chapter 3
Week 9	Enhancing a Worksheet	Chapter 4
Week 10	Moving Data	Chapter 5
Week 11	Maintaining Workbooks	Chapter 6
Week 12	Creating a Chart	Chapter 7
Week 13	Adding Visual Interest	Chapter 8
Week 14 and 15	Final Project Exam	All

Paradigm Publishing

Benchmark Series Microsoft Excel 2010

Alignment to Microsoft Office Specialist Certification Exam Objectives

Benchmark Excel 2010	
Objective	Textbook Reference
1. Managing the Worksheet Environment	
1.1 Navigate through a worksheet	
1.1.1 Use hot keys	Level 1, Chapter 1, Page 21 Level 1, Chapter 4, Page 140
1.1.2 Use the name box	Level 1, Chapter 1, Pages 5-6 Level 1, Chapter 5, Page 177
1.2 Print a worksheet or workbook.	
1.2.1 Print only selected worksheets	Level 1, Chapter 5, Pages 173, 178
1.2.2 Print an entire workbook	Level 1, Chapter 5, Page 173
1.2.3 Construct headers and footers	Level 1, Chapter 4, Pages 120-125
1.2.4 Apply printing options	
1.2.4.1 Scale	Level 1, Chapter 4, Page 116

Benchmark Excel 2010	
Objective	Textbook Reference
1.2.4.2 Print titles	Level 1, Chapter 4, Pages 115-117
1.2.4.3 Page setup	Level 1, Chapter 4, Pages 109-112
1.2.4.4 Print area	Level 1, Chapter 4, Pages 118-119
1.2.4.5 Gridlines	Level 1, Chapter 4, Page 118
1.3 Personalize the environment by using Backstage.	
1.3.1 Manipulate the Quick Access Toolbar	Level 2, Chapter 7, Pages 227-229
1.3.2 Customize the ribbon	
1.3.2.1 Tabs	Level 2, Chapter 7, Pages 232-238
1.3.2.2 Groups	Level 2, Chapter 7, Pages 232-238
1.3.3 Manipulate Excel default settings (Excel Options)	Level 2, Chapter 7, Pages 230-232
1.3.4 Manipulate workbook properties (document panel)	Level 2, Chapter 6, Pages 182-185
1.3.5 Manipulate workbook files and folders	
1.3.5.1 Manage versions	Level 2, Chapter 7, Pages 244-247
1.3.5.2 AutoSave	Level 2, Chapter 7, Pages 244-247
2. Creating Cell Data	
2.1 Construct cell data.	
2.1.1 Use paste special	
2.1.1.1 Formats	Level 1, Chapter 5, Pages 163-165
2.1.1.2 Formulas	Level 1, Chapter 5, Pages 166-167
2.1.1.3 Values	Level 1, Chapter 5, Pages 166-167
2.1.1.4 Preview icons	Level 1, Chapter 5, Pages 164-165
2.1.1.5 Transpose rows	Level 2, Chapter 5, Pages 151-154
2.1.1.6 Transpose columns	Level 2, Chapter 5, Pages 151-154
2.1.1.7 Operations	
2.1.1.7.1 Add	Level 2, Chapter 5, Pages 154-155 & Page 175
2.1.1.7.2 Divide	Level 2, Chapter 5, Pages 154-155 & Page 175
2.1.1.8 Comments	Level 2, Chapter 6, Page 186
2.1.1.9 Validation	Level 2, Chapter 5, Page 151, 155 & 176
2.1.1.10 Paste as a link	Level 2, Chapter 5, Page 110
2.1.2 Cut	Level 1, Chapter 5, Pages 161-163
2.1.3 Move	Level 1, Chapter 5, Pages 161-163
2.1.4 Select cell data	Level 1, Chapter 1, Pages 10, 19-20
2.2 Apply AutoFill.	
2.2.1 Copy data	Level 1, Chapter 1, Pages 15-16
2.2.2 Fill a series	Level 1, Chapter 1, Pages 15-16
2.2.3 Preserve cell format	Level 1, Chapter 1, Pages 15-16
2.3 Apply and manipulate hyperlinks.	
2.3.1 Create a hyperlink in a cell	Level 1, Chapter 6, Pages 222-227
2.3.2 Modify hyperlinks	Level 1, Chapter 6, Pages 226-227
2.3.3 Modify hyperlinked cell attributes	Level 1, Chapter 6, Pages 226-227
2.3.4 Remove a hyperlink	Level 1, Chapter 6, Pages 226-227
3. Formatting Cells and Worksheets	
3.1 Apply and modify cell formats.	
3.1.1 Align cell content	Level 1, Chapter 3, Pages 78-80
3.1.2 Apply a number format	Level 1, Chapter 3, Pages 82-86
3.1.3 Wrapping text in a cell	Level 1, Chapter 3, Page 79 Level 2, Chapter 1, Page 22
3.1.4 Use Format Painter	Level 1, Chapter 3, Page 94
3.2 Merge or split cells.	
3.2.1 Use Merge & Center	Level 1, Chapter 3, Pages 78-79
3.2.2 Merge Across	Level 1, Chapter 3, Pages 78-79
3.2.3 Merge cells	Level 1, Chapter 3, Pages 78-79
3.2.4 Unmerge Cells	Level 1, Chapter 3, Pages 78-79
3.3 Create row and column titles.	
3.3.1 Print row and column headings	Level 1, Chapter 4, Pages 115-116

Benchmark Excel 2010	
Objective	Textbook Reference
3.3.2 Print rows to repeat with titles	Level 1, Chapter 4, Pages 115-116
3.3.3 Print columns to repeat with titles	Level 1, Chapter 4, Pages 115-116
3.3.4 Configure titles to print only on odd or even pages	Level 1, Chapter 4, Pages 123-125
3.3.5 Configure titles to skip the first worksheet page	Level 1, Chapter 4, Pages 123-125
3.4 Hide or unhide rows and columns.	
3.4.1 Hide or unhide a column	Level 1, Chapter 3, Pages 94-96
3.4.2 Hide or unhide a row	Level 1, Chapter 3, Pages 94-96
3.4.3 Hide a series of columns	Level 1, Chapter 3, Pages 94-96
3.4.4 Hide a series of rows	Level 1, Chapter 3, Pages 94-96
3.5 Manipulate Page Setup options for worksheets.	
3.5.1 Configure page orientation	Level 1, Chapter 4, Page 112
3.5.2 Manage page scaling	Level 1, Chapter 4, Pages 116-117
3.5.3 Configure page margins	Level 1, Chapter 4, Pages 109-111
3.5.4 Change header and footer size	Level 1, Chapter 4, Page 124
3.6 Create and apply cell styles.	
3.6.1 Apply cell styles	Level 1, Chapter 6, Pages 214-215
3.6.2 Construct new cell styles	Level 1, Chapter 6, Pages 215-218
4. Managing Worksheets and Workbooks	
4.1 Create and format worksheets.	
4.1.1 Insert worksheets	
4.1.1.1 Single	Level 1, Chapter 6, Pages 167, 169
4.1.1.2 Multiple	Level 1, Chapter 6, Pages 167, 169
4.1.2 Delete worksheets	
4.1.2.1 Single	Level 1, Chapter 6, Pages 167, 169
4.1.2.2 Multiple	Level 1, Chapter 6, Pages 167, 169
4.1.3 Reposition worksheets	Level 1, Chapter 6, Pages 169-171
4.1.4 Copy worksheets	Level 1, Chapter 6, Pages 169-171
4.1.5 Move worksheets	Level 1, Chapter 6, Pages 169-171
4.1.6 Rename worksheets	Level 1, Chapter 6, Pages 169-171
4.1.7 Group worksheets	Level 1, Chapter 6, Pages 171-172
4.1.8 Apply color to worksheet tabs	Level 1, Chapter 6, Pages 170-171
4.1.9 Hide worksheet tabs	Level 1, Chapter 6, Pages 171-172
4.1.10 Unhide worksheet tabs	Level 1, Chapter 6, Pages 171-172
4.2 Manipulate window views.	
4.2.1 Split window views	Level 1, Chapter 5, Pages 174-176
4.2.2 Arrange window views	Level 1, Chapter 5, Pages 179-181
4.2.3 Open a new window with contents from the current worksheet	Level 1, Chapter 6, Pages 179, 181
4.3 Manipulate workbook views.	
4.3.1 Use Normal workbook view	Level 1, Chapter 4, Pages 113, 115
4.3.2 Use Page Layout workbook view	Level 1, Chapter 4, Pages 120-121
4.3.3 Use Page Break workbook view	Level 1, Chapter 4, Pages 112-115
4.3.4 Create custom views	Level 2, Chapter 7, Pages 238-240
5. Applying Formulas and Functions	
5.1 Create formulas.	
5.1.1 Use basic operators	Level 1, Chapter 2, Pages 40-42
5.1.2 Revise formulas	Level 1, Chapter 2, Page 55
5.2 Enforce precedence.	
5.2.1 Order of evaluation	Level 1, Chapter 2, Page 40
5.2.2 Precedence using parentheses	Level 1, Chapter 2, Page 40
5.2.3 Precedence of operators for percent vs. exponentiation	Level 1, Chapter 2, Page 40
5.3 Apply cell references in formulas.	
5.3.1 Relative and absolute references	Level 1, Chapter 2, Pages 57-60
5.4 Apply conditional logic in a formula.	

Benchmark Excel 2010	
Objective	Textbook Reference
5.4.1 Create a formula with values that match conditions	Level 2, Chapter 2, Pages 39-47
5.4.2 Edit defined conditions in a formula	Level 2, Chapter 2, Page 44
5.4.3 Use a series of conditional logic values in a formula	Level 2, Chapter 2, Pages 55-58
5.5 Apply named ranges in formulas.	
5.5.1 Define ranges in formulas	Level 2, Chapter 2, Pages 37-39
5.5.2 Edit ranges in formulas	Level 2, Chapter 2, Pages 48-49
5.5.3 Rename a named range	Level 2, Chapter 2, Pages 48-49
5.6 Apply cell ranges in formulas.	
5.6.1 Enter a cell range definition in the formula bar	Level 1, Chapter 5, Pages 177-178
5.6.2 Define a cell range	Level 1, Chapter 5, Pages 177-178
6. Presenting Data Visually	
6.1 Create charts based on worksheet data.	Level 1, Chapter 7, Pages 241-262
6.2 Apply and manipulate illustrations.	
6.2.1 Insert	Level 1, Chapter 8, Pages 275-276
6.2.2 Position	Level 1, Chapter 8, Pages 276-277
6.2.3 Size	Level 1, Chapter 8, Pages 276-277
6.2.4 Rotate	Level 1, Chapter 8, Page 284
6.2.5 Modify Clip Art SmartArt	Level 1, Chapter 8, Pages 278-279
6.2.6 Modify Shape	Level 1, Chapter 8, Pages 281-284
6.2.7 Modify Screenshots	Level 1, Chapter 8, Pages 279-281
6.3 Create and modify images by using the Image Editor.	
6.3.1 Make corrections to an image	
6.3.1.1 Sharpen or soften an image	Level 1, Chapter 8, Page 281
6.3.1.2 Change brightness	Level 1, Chapter 8, Page 277
6.3.1.3 Change contrast	Level 1, Chapter 8, Page 277
6.3.2 Use picture color tools	Level 1, Chapter 8, Page 277
6.3.3 Change artistic effects on an image	Level 1, Chapter 8, Page 277
6.4 Apply Sparklines.	
6.4.1 Use Line chart types	Level 2, Chapter 4, Pages 128-129
6.4.2 Use Column chart types	Level 2, Chapter 4, Pages 128-129
6.4.3 Use Win/Loss chart types	Level 2, Chapter 4, Pages 128-129
6.4.4 Create a Sparkline chart	Level 2, Chapter 4, Page 129
6.4.5 Customize a Sparkline	Level 2, Chapter 4, Pages 129-130
6.4.6 Format a Sparkline	Level 2, Chapter 4, Pages 129-130
6.4.7 Show or hiding data markers	Level 2, Chapter 4, Pages 129-130
7. Sharing Worksheet Data with other users	
7.1 Share spreadsheets by using Backstage.	
7.1.1 Send a worksheet via E-mail or Skydrive	Level 2, Chapter 8, Pages 292-296
7.1.2 Change the file type to a different version of Excel	Level 2, Chapter 8, Pages 284-285
7.1.3 Save as PDF or XPS	Level 2, Chapter 8, Pages 286-289
7.2 Manage comments.	
7.2.1 Insert	Level 2, Chapter 6, Pages 185-187
7.2.2 View	Level 2, Chapter 6, Pages 185-187
7.2.3 Edit	Level 2, Chapter 6, Pages 185-187
7.2.4 Delete comments	Level 2, Chapter 6, Pages 185-187
8. Analyzing and Organizing Data	
8.1 Filter data.	
8.1.1 Define a filter	Level 1, Chapter 4, Page 135
8.1.2 Apply a filter	Level 1, Chapter 4, Page 136
8.1.3 Remove a filter	Level 1, Chapter 4, Page 136
8.1.4 Filter lists using AutoFilter	Level 1, Chapter 4, Page 137
8.2 Sort data.	
8.2.1 Use sort options	Level 1, Chapter 4, Pages 133-135
8.2.1.1 Values	Level 1, Chapter 4, Pages 133-135

Benchmark Excel 2010	
Objective	Textbook Reference
8.2.1.2 Font color	Level 2, Chapter 1, Page 24-27 & Pages 30-32
8.2.1.3 Cell color	Level 2, Chapter 1, Page 24-27, & Pages 30-32
8.3 Apply conditional formatting.	
8.3.1 Apply conditional formatting to cells	Level 2, Chapter 1, Pages 6-8
8.3.2 Use the Rule Manager to apply conditional formats	Level 2, Chapter 1, Pages 8-12
8.3.3 Use the IF function to apply conditional formatting	Level 2, Chapter 1, Pages 15-16
8.3.4 Clear rules	Level 2, Chapter 1, Page 11
8.3.5 Use icon sets	Level 2, Chapter 1, Pages 12-13
8.3.6 Use data bars	Level 2, Chapter 1, Page 14 & Page 32

Statement on Plagiarism:

The instructor reserves the right to use electronic plagiarism detection services. Please see the College Calendar for plagiarism, cheating and penalties.

Policy on Cell Phones and Other Personal Electronic Devices:

Users of cell phones and other personal electronic devices must be attentive to the needs, sensibilities and rights of other members of the College community. The use of these devices must not disrupt the functions of the College overall and its classrooms and labs. Instructors have the right to have strict individual policies related to cell phones in order to provide and maintain a classroom environment that is conducive to learning and the respect of others.

Cell phones, PDA's and pagers must be turned off and placed out of sight in classrooms and computer labs during instructional time. Devices can only be turned on and set to silent mode with the expressed consent of individual instructors. Sending or receiving text messages or gaming on a cell phone during class is not acceptable. In addition, cell phones and other personal electronic devices incorporating cameras must be turned off and out of sight in any area in which individuals have reasonable expectations of privacy. This includes classrooms and computer labs.

Some instructors may have penalties for violations.