



**DEPARTMENT OF BUSINESS AND OFFICE ADMINISTRATION  
COURSE OUTLINE – FALL 2020**

**OA 1145 A2 (3-0-1.5) EXCEL AND ACCESS CORE 67.5 Hours**

**Monday, Wednesday, and Friday**

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**Office Hours** Available via email and phone when not in class

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**FALL 2020 DELIVERY:** Remote Delivery. This course is delivered remotely. There are no face-to-face or onsite requirements. Students must have a computer with a webcam and reliable internet connection. Technological support is available through [helpdesk@gprc.ab.ca](mailto:helpdesk@gprc.ab.ca).

**CALENDAR DESCRIPTION:**

This course is intended to familiarize the student with the comprehensive use and professional application of computers in daily office activities. Students will be expected to develop a core level knowledge of Microsoft Excel and Access. This course also introduces the current operating system, computer terminology, electronic file management and business math concepts.

**PREREQUISITE(S)/CO REQUISITE(S):**

None

**Required Text/Resource Materials:**

Bundle: Print text and Cirrus for Benchmark Series - Microsoft Excel 365 - 2019 Edition - Level 1 - Access code card, ISBN 9780763888077



Bundle: Print text and Cirrus for Benchmark Series - Microsoft Access 365 - 2019 Edition - Level 1 - Access code card



### **Technology Requirements:**

As you are working from home you will need access to the Office 365 versions of Excel and Access for this course. GPRC offers students Office 365 software for free while you are a student. To access it, follow these instructions:

1. Log into your myGPRC account
2. Click on My Profile, then Account Information
3. Click on the Software Access link on the left
4. Click on the blue 'Get Microsoft Office now!' link in the text
5. On the login page, enter your D2L password (the username should already contain an email address) and click OK
6. Click on the red Install button in the top right
7. Once the software has downloaded and installed (how quickly this happens depends on your computer and your network connection, it is a large file so it can take quite some time), open Word, Excel, or PowerPoint and enter your [student ID number]@student.gprc.ab.ca and your D2L password when prompted to activate the software
8. If you already have Office 365 installed on your computer, you can go to Accounts under the File tab and sign in with your GPRC student email and password to activate the license if necessary.

Please note, if you have a Mac, the Mac version of Office 365 does not include Access. To use Access for our Access portion of the course, you will have to follow these instructions (you only need to do this once, the downloaded file will work every time after that):

1. Install the Microsoft Remote Desktop app from the App Store (round orange icon)
2. Go to <https://rdweb.gprc.ab.ca> and log in (username: gprc\student ID number; password is same as Moodle)
3. Click on the TSLABS button to download the file
4. Move the file from their Downloads folder to the desktop, then double click to run it
5. When asked to log in, use the same login information as was used to log into redweb.gprc.ab.ca.

## **Grading Criteria:**

Daily attendance is essential. More than 3 missed lecture classes may result in a recommendation of being debarred from exams.

<b>ASSIGNMENT</b>	<b>WEIGHTING</b>
Excel Assignments	15%
Excel Quizzes	20%
Access Assignments	15%
Access Quizzes	20%
COMPREHENSIVE FINAL EXAM	30%
	100%

<b>Alpha Grade</b>	<b>4-point Equivalent</b>	<b>Percentage Guidelines</b>		<b>Alpha Grade</b>	<b>4-point Equivalent</b>	<b>Percentage Guidelines</b>
A+	4.0	90-100		C+	2.3	67-69
A	4.0	85-89		C	2.0	63-66
A-	3.7	80-84		C-	1.7	60-62
B+	3.3	77-79		D+	1.3	55-59
B	3.0	73-76		D	1.0	50-54
B-	2.7	70-72		F	0.0	00-49

## **Course Objectives**

- Create and edit spreadsheets of varying complexity
- Format cells, columns, and rows as well as entire workbooks in a uniform, attractive style.
- Analyze numerical data and project outcomes to make informed decisions
- Plan, research, create, revise, and publish worksheets and workbooks to meet specific communication needs
- Given a workplace scenario requiring a number-based solution, assess the information requirements and then prepare the materials that achieve the goal efficiently and effectively
- Use windows Explorer to manage and manipulate files and apply electronic file management concepts.
- Create database tables to organize business or personal records
- Modify and manage tables to ensure that data is accurate and up to date
- Perform queries to assist with decision making

- Plan, research, create, revise and publish database information to meet specific communication needs
- Given a workplace scenario requiring the reporting and analysis of data, assess the information requirements and then prepare the materials that achieve the goal efficiently and effectively

### **Learning Outcomes:**

Upon completion of the course students will obtain the following skills:

#### **MICROSOFT ACCESS**

Upon completion of the Access Module you will:

- 📁 Describe elements found in an electronic database.
- 📁 Find and sort data in an electronic database.
- 📁 Describe how databases can be used in records management and e-commerce.

#### **Access Level 1, Chapter 1 Managing and Creating Tables**

Upon completion of this chapter you will be able to:

- Open and close objects in a database
- Insert, delete, and move rows and columns in a table
- Hide, unhide, freeze, and unfreeze columns
- Adjust table column width
- Preview and print a table
- Design and create a table
- Rename column headings
- Insert a column name, caption, and description
- Insert Quick Start fields
- Assign a default value and field size

#### **Access Level 1, Chapter 2 Creating Relationships between Tables**

Upon completion of this chapter you will be able to:

- Define a primary key in a table
- Create a one-to-many relationship
- Specify referential integrity
- Print, edit, and delete relationships
- Create a one-to-one relationship
- View and edit a Subdatasheet

#### **Access Level 1, Chapter 3 Performing Queries**

Upon completion of this chapter you will be able to:

- Design query to extract specific data from tables*
- Modify queries*
- Design queries with Or and And criteria*
- Use the Simple Query Wizard to create queries*
- Create a calculated field*

*Use aggregate functions in queries*

*Create crosstab, duplicate, and unmatched queries*

### **Access Level 1, Chapter 4 Creating and Modifying Tables in Design View**

Upon completion of this chapter you will be able to:

*Create a table in Design view*

*Assign a default value*

*Use the Input Mask Wizard and the Lookup Wizard*

*Validate field entries*

*Insert, move, and delete fields in Design view*

*Insert a Total row*

*Sort records in a table*

*Print selected records in a table*

*Complete a spelling check*

*Find specific records in a table*

*Find and replace data in records in a table*

*Apply text formatting*

*Use the Help feature*

### **Access Level 1, Chapter 5 Creating Forms**

Upon completion of this chapter you will be able to:

*Create a form using the Form button*

*Change views in a form*

*Print and navigate in a form*

*Add records to and delete records from a form*

*Create a form with a related table*

*Customize a form*

*Create a split form and multiple items form*

*Create a form using the Form Wizard*

### **Access Level 1, Chapter 6 Creating Reports and Mailing Labels**

Upon completion of this chapter you will be able to:

*Create a report using the Report button*

*Display a report in Print Preview*

*Create a report with a query*

*Format and customize a report*

*Group and sort records in a report*

*Create a report using the Report Wizard*

*Create mailing labels using the Label Wizard*

### **Access Level 1, Chapter 7 Modifying, Filtering, and Viewing Data**

Upon completion of this chapter you will be able to:

*Filter data by selection and form*

*Remove a filter*

*View object dependencies*

*Compact and repair a database*

*Encrypt a database with a password*

*View and customize document properties*

*Customize the Recent tab Backstage view*

*Save a database in an earlier version of Access*

*Save a database object in PDF file format*

### **Access Level 1, Chapter 8 Exporting and Importing Data**

Upon completion of this chapter you will be able to:

*Export Access data to Excel*

*Export Access data to Word*

*Merge Access data with a Word document*

*Exporting an Access object to a PDF or XPS file*

*Import data to a new table*

*Link data to a new table*

*Use the Office Clipboard*

## **MICROSOFT EXCEL**

### **Business Math Review**

#### **Excel Level 1, Chapter 1 Preparing the Excel Worksheet**

Upon successful completion of this chapter you will be able to:

-  *Identify the various elements of an excel workbook*
-  *Create, save, and print a workbook*
-  *Enter data in a workbook*
-  *Edit data in a workbook*
-  *Insert a formula using the autosum button*
-  *Apply basic formatting to cells in the workbook*
-  *Use the Help feature*

#### **Excel Level 1, Chapter 2**

Upon successful completion of this chapter you will be able to:

-  *Write formulas with mathematical formulas*
-  *Type a formula in the Formula bar*
-  *Copy a formula*
-  *Use the insert Function feature to insert a formula in a cell*
-  *Write formulas with the AVERAGE, MAX, MIN, COUNT, NOW, and TODAY functions*
-  *Create absolute and mixed cell references*

#### **Excel Level 1, Chapter 3**

Upon successful completion of this you will be able to:

-  *Change column widths*
-  *Change row heights*
-  *Insert rows and columns in a worksheet*
-  *Delete cells, rows, and columns in a worksheet*
-  *Clear data in cells*
-  *Apply formatting to data cells*
-  *Apply formatting to selected data using the Mini toolbar*
-  *Apply a theme and customize the theme font colour*
-  *Format numbers*

-  Repeat the last action
-  Automate formatting with Format Painter
-  Hide and unhide rows and columns

### **Excel Level 1, Chapter 3**

Upon successful completion of this chapter you will be able to:

-  Change worksheet margins
-  Center a worksheet horizontally and vertically on a page
-  Insert a page break in a worksheet
-  Print gridlines and row and column heights
-  Set and clear a print area
-  Insert headers and footers
-  Customize print jobs
-  Complete a spelling check on a worksheet
-  Find and replace data and cell formatting in a worksheet
-  Sort data in cells in ascending and descending order
-  Filter a list using Autofilter

### **Excel Level 1, Chapter 5**

Upon successful completion of this chapter you will be able to:

-  Create a workbook with multiple worksheets
-  Move, copy, and paste cells within and between sheets
-  Split a worksheet into windows and freeze frames
-  Name a range of cells and use a range in a formula
-  Open multiple workbooks
-  Arrange, size, and move workbooks
-  Copy and paste data between workbooks
-  Link data between worksheets

### **Excel Level 1, Chapter 6**

Upon successful completion of this chapter you will be able to:

-  Create and rename a folder
-  Delete workbooks and folders
-  Copy and move workbooks within and between folders
-  Copy and move worksheets between workbooks
-  Maintain consistent formatting with styles
-  Insert, modify, and remove hyperlinks
-  Create financial forms using templates

### **Excel Level 1, Chapter 7**

Upon successful completion of this chapter you will be able to:

-  Create a chart with data in an Excel worksheet
-  Size, move, edit, format, and delete charts
-  Print a selected chart and print a worksheet containing a chart
-  Change a chart location
-  Insert, move, size, and delete chart elements and shapes
-  Write formulas with the PMT and FV financial functions
-  Write formulas with the IF logical function

### **Excel Level 1, Chapter 8**

Upon successful completion of this chapter you will be able to:

-  *Insert symbols and special characters*
-  *Insert, size, move, and format images*
-  *Insert a screenshot*
-  *Draw, format, and copy shapes*
-  *Insert, format, and type text in a text box*
-  *Insert a picture image as a watermark*
-  *Insert and format SmartArt graphics*
-  *Insert and format WordArt*

## **Course Timeline and Schedule**

<b>Wee k</b>		<b>Chapter</b>	<b>Lesson Plan File</b>	<b>Description</b>
1	Class 1			Overview of Course Outline, Course Schedule Business Math Overview
	Class 2	Level 1, Ch 1		Intro to Excel
2	Monday			Labour Day – no class
	Class 3	Level 1, Ch 1		Preparing an Excel Worksheet
	Class 4	Level 1, Ch 1		Preparing an Excel Worksheet – work day and assignments due
3	Class 5	Level 1, Ch 2		Inserting Formulas in a Worksheet
	Class 6	Level 1, Ch 2		Inserting Formulas in a Worksheet – work day
	Class 7	Level 1, Ch 2		Chapter 2 Work Day and Assignments Due
4	Class 8	Level 1, Ch 3		Formatting an Excel Worksheet
	Class 9	Level 1, Ch 4		Enhancing a Worksheet
	Class 10	Ch 3 & 4		Work Day and Assignments Due
5	Class 11	Chs 1 - 4		Unit 1 QUIZ REVIEW
	Class 12	Level 1, U1 QUIZ		Level 1, U1 QUIZ

Week		Chapter	Lesson Plan File	Description
	SPARE			
6	Class 13	Level 1, Ch 5	Moving Data Within and Between Workbooks	
	Class 14	Level 1, Ch 6	Maintaining Workbooks	
	Class 15	Ch 5 & 6	Work day and assignments due	
7	<b>Week 7 is our FALL BREAK WEEK! No Classes</b>			
8	Class 16	Level 1, Ch 7	Creating Charts and Inserting Formulas	
	Class 17	Level 1, Ch 8	Adding Visual Interest to Workbooks	
	Class 18	Ch 7 & 8	Work day and assignments due	
9	Class 19	Chs 5 - 8	Unit 2 QUIZ REVIEW	
	Class 20	Level 1, U2 QUIZ	Level 1, U2 QUIZ	
9 - Friday	Class 21	Getting Started	Intro to Access, Read: Chapter 1 Creating Database Table, start on chapter projects	
10	Class 22	Level 1, Ch 2	Creating Relationships Between Tables	
	Class 23	Level 1, Ch 1 and 2	Access Ch 1 and 2 work day	
	Class 24	Level 1, Ch 1 and 2	Work day and assignments due	
11	Class 25	Level 1, Ch 3	Performing Queries	
	<b>NO CLASS NOVEMBER 11 – REMEMBRANCE DAY</b>			
11	Class 26	Level 1, Ch 4	Modifying and Managing Tables	
12	Class 27	Level 1, Ch 3 and 4	Ch 3 and 4 Work Day	

	Class 28	Level 1, Access U1	Chapter 3 and 4 Assignments Due, QUIZ REVIEW DAY
	Class 29	Level 1, Access U1	Access Level 1, U1 QUIZ
13	Class 30	Level 1, Ch 5	Creating Forms
	Class 31	Level 1, Ch 6	Creating Reports and Mailing Labels
	Class 32	Level 1, Ch 5 and 6	Ch 5 and 6 work day with assignments due
14	Class 33	Level 1, Ch 7	Modifying, Filtering and Viewing Data
	Class 34	Level 1, Ch 8	Importing and Exporting Data
	Class 35	Level 1, Ch 7 and 8	Ch 7 and 8 work day with assignments and Access Unit 2 Quiz Review
15	Class 36	Level 1, Access U2 QUIZ	Level 1, U2 QUIZ
	Class 37	<b>REVIEW</b>	<b>Review of Exam Topics</b> - Final class

### STUDENT RESPONSIBILITIES:

### STATEMENT ON PLAGIARISM AND CHEATING:

Cheating and plagiarism will not be tolerated and there will be penalties. For a more precise definition of plagiarism and its consequences, refer to the Student Conduct section of the College Calendar at <http://www.gprc.ab.ca/programs/calendar/> or the College Policy on Student Misconduct: Plagiarism and Cheating at <https://www.gprc.ab.ca/about/administration/policies>

\*\*Note: all Academic and Administrative policies are available on the same page.

### **Policy on Cell Phones and Social Media Applications**

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.

### **EXAM POLICIES**

Excel and Access tests will be written as scheduled. No rewrites will be given. If there is an excusable absence, the weighting of the missed exam will be added to the final exam weighting. If the absence is not excusable, a grade of 0% will be given.

Final examinations will be scheduled by the registrar's office. Do not plan any activities during examination week.