



**DEPARTMENT of BUSINESS AND OFFICE ADMINISTRATION**

**COURSE OUTLINE –SPRING/SUMMER 2021**

**OA1155 (EC): Access and PowerPoint Expert – (3-0-1.5) 67.5 Hours for 13 Weeks**

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**OFFICE HOURS:** Via email

**SPRING/SUMMER 2021 DELIVERY:**

Online Delivery. This course will take place online asynchronously in the myclass.gprc.ab.ca course spaces. Assignments will be due weekly. Technological support is available through [helpdesk@gprc.ab.ca](mailto:helpdesk@gprc.ab.ca).

**CALENDAR DESCRIPTION:** This course covers expert level concepts and techniques of Microsoft Access and PowerPoint through lectures, demonstrations, and hands on practical applications. Students will master the software concepts required to gain the Microsoft Office Certification - Access and PowerPoint.

**PREREQUISITE(S)/COREQUISITE:** OA1145

**REQUIRED TEXT/RESOURCE MATERIALS:**

- 1) Benchmark Series: Microsoft PowerPoint 365 2019 Edition – Text and Cirrus, Paradigm
- 2) Benchmark Series: Microsoft Access 365 2019 Edition Level 2– Text and Cirrus, Paradigm

**TECHNOLOGY REQUIREMENTS**

As you are working from home you will need access to the Office 365 versions of PowerPoint 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 MyClass 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 MyClass 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

### **LEARNING OUTCOMES:**

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

### **Microsoft Access**

### **Unit 1 – Advanced Tables, Relationships, Queries, and Forms**

#### **Access Level 2, Chapter 1 Designing the Structure of Tables**

After completing this chapter, you will be able to:

- Design the structure of a table • Select field data type based on analysis of the source data.
- Disallow blank field values.
- Allow or disallow zero-length strings in a field.
- Create a custom format for Short Text, numeric, and Date/Time data type fields.
- Restrict data entry using custom input masks.
- Enable rich text formatting for a Long Text data type field • Maintain a history of changes for a Long Text data type field.
- Define and use an Attachment data type field with multiple attachments.

#### **Access Level 2, Chapter 2 Building Relationships and Lookup Fields**

After completing this chapter, you will be able to:

- Create and edit relationships between tables, including one-to-many, one-to-one, and many-to-many relationships.
- Define a table with a multiple-field primary key.
- Create and modify a lookup field to populate records with data from another table.
- Create a lookup field that allows having multiple values in records.
- Create single-field and multiple-field indexes.
- Define the term normalization.

- Determine if a table is in first, second, or third normal form

### **Access Level 2, Chapter 3 Advanced Query Techniques**

After completing this chapter, you will be able to:

- Save a filter as a query.
- Create and run a parameter query to prompt for criteria.
- Add tables to and remove tables from a query.
- Create an inner join, left join, and right join to modify query results.
- Create a self-join query to match two fields in the same table.
- Create a query that includes a subquery.
- Create a query that uses conditional logic.
- Assign an alias to a table name.
- Select records using a multiple-value field in a query.
- Create a new table using a make-table query.
- Remove records from a table using a delete query.
- Add records to a table using an append query.
- Modify records using an update query.

### **Access Level 2, Chapter 4 Creating and Using Custom Forms**

- Upon completion of this chapter, you will be able to:
- Create a custom form using design view.
- Add fields to a form individually and as a group.
- Move, size, and format control objects.
- Add a tab control to a form and insert a subform.
- Add and format a calculation to a custom form.
- Adjust the alignment, sizing, and spacing of control objects.
- Add graphics to a form • Anchor a control object to a position in a form.
- Create a datasheet form and restrict form actions.
- Create a blank form • Add a list box and a combo box to a form.
- Locate a record using a wildcard character.

## **Unit 2 – Advanced Reports, Access Tools, & Customizing Access**

### **Access Level 2, Chapter 5 Creating and Using Custom Reports**

After completing this chapter, you will be able to:

- Create a custom report in Design view using all five report sections.
- Connect a table or query to a report and add fields.
- Move, size, format, and align control objects.
- Insert a subreport into a report.
- Add page numbers and date and time control objects to a report.
- Add graphics to a report.
- Group records including adding functions and totals.
- Add a calculated field to a custom report.
- Modify section or group properties to control print options.

- Create and modify charts in a report.
- Create a blank report.
- Add tab control objects, list boxes, combo boxes and hyperlinks to a report.
- Change the shape of a control object.
- Change the tab order of fields.

## **Access Level 2, Chapter 6 Using Access Tools and Managing Objects**

After completing this chapter, you will be able to:

- Create a new database using a template.
- Save a database as a template.
- Add prebuilt objects to a database using an Application Parts template
- Create a new form using an Application Parts Blank Form
- Create a form to be used as a template in a database.
- Create a table by copying the structure of another table.
- Evaluate a table using the Table Analyzer Wizard
- Evaluate a database using the Performance Analyzer.
- Split a database.
- Print documentation about a database using the Database Documenter.
- Rename and delete objects.
- Use SQL to modify a query.

## **5 Access Level 2, Chapter 7 Automating, Customizing, and Securing Access**

After completing this chapter, you will be able to:

- Create, run, edit, and delete a macro.
- Create a command button to run a macro.
- View an embedded macro in the Property Sheet task pane.
- Convert a macro to Visual Basic for Applications
- Create and edit a Navigation form.
- Change database startup options.
- Limit access to options in ribbons and menus
- Customize the Navigation pane
- Define error-checking options.
- Import and export customizations.
- Customize the ribbon and the Quick Access Toolbar

## **Access Level 2, Chapter 8 Integrating Access Data**

After completing this chapter, you will be able to:

- Create and restore a backup database file.
- Create an ACCDE database file.
- View Trust Center settings
- Import and merge data from another Access database.
- Link to a table in another Access database
- Determine when to import or link to external source data.
- Reset or refresh links using Linked Table Manager
- Import data from a text file.
- Save and repeat import specifications.

- Export Access data to a text file
- Save and repeat export specifications.

## **Microsoft PowerPoint**

### **Unit 1 Create and Format PowerPoint Presentations**

#### **Chapter 1 Prepare a PowerPoint Presentation**

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

- Open a Presentation.
- Pin and unpin presentations and folders.
- Run a slide show.
- Plan a Presentation.
- Close a Presentation.
- Create a Presentation using a design theme template.
- Insert slides, insert text in slides, and change slide layouts.
- Change presentation views.
- Navigate and edit slides.
- Preview and print a Presentation.
- Apply a Design Theme and Color Variant
- Delete a Presentation.
- Prepare a Presentation from a Blank Presentation
- Prepare a Presentation in Outline View
- Add slide transitions, transition sounds, and timings to a presentation.

#### **Chapter 2 Modify a Presentation and Use Help**

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

- Check Spelling
- Use the Thesaurus.
- Find and Replace Text in Slides
- Cut, Copy, and Paste Text in Slides
- Rearrange Text in the Outline Pane
- Size and Rearrange Placeholders in a Slide
- Insert, delete, move and copy slides.
- Copy Slides between Presentations
- Duplicate Slides
- Reuse Slides
- Create and manage sections.
- Customize the Quick Access Toolbar
- Use the Help and Tell Me Feature

#### **Chapter 3 Format Slides**

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

- Apply font and paragraph formatting to text in slides.
- Apply formatting with the Mini toolbar and Format Painter.
- Replace fonts.

- Customize columns.
- Customize bullets and numbers.
- Customize placeholders.
- Change slide size and page setup.
- Modify design themes.
- Customize slide backgrounds.
- Create custom design themes including custom theme colors and theme fonts.
- Delete custom design themes.

## **Chapter 4 Insert Elements in Slides**

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

- Insert, format, select, and align a text box.
- Set the default text box format.
- Set Tabs in a Text Box
- Insert, Format, and Copy Shapes
- Display Rulers, Gridlines, and Guides
- Merge, group and ungroup objects.
- Insert, crop, size, position, and format an image.
- Insert an Image as a Slide
- Copy Objects within and between Presentations
- Insert, size, format, and position an icon.
- Create and insert a screenshot.
- Create and Format WordArt Text
- Insert symbols, headers, footers, the current date, and slide numbers.

## **Unit 2 Customize and Enhance PowerPoint Presentations**

### **Chapter 5 Create Tables, Charts, and SmartArt Graphics**

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

- Create a Table.
- Modify the design and layout of a table.
- Insert an image in a table.
- Insert an Excel Spreadsheet
- Draw a Table.
- Create SmartArt graphics
- Modify the design and layout of SmartArt.
- Convert Text and WordArt to a SmartArt Graphic
- Convert a SmartArt Graphic to Text or Shapes
- Create and Format Charts • Modify the design and layout of charts.
- Create, edit, and format a photo album.

### **Chapter 6 Use Action Buttons**

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

- Format slides in Slide Master view
- Apply themes and backgrounds in Slide Master view

- Delete placeholders and slide master layouts.
- Insert elements in Slide Master view
- Create and rename a custom slide layout.
- Insert placeholders and custom prompts in Slide Master view
- Insert a new slide master.
- Preserve a slide master.
- Save a presentation as a template.
- Customize handouts pages in Handout Master view
- Customize notes pages in Notes Master view
- Change zoom, manage windows, and view presentations in color and grayscale.
- Insert action buttons.
- Apply actions to objects.
- Insert, edit, and remove hyperlinks.
- Create a zoom to section summary slide.

## **Chapter 7 Apply Custom Animation and Set Up Shows**

Upon completion of the chapter, you will be able to:

- Apply, modify, and remove animations to text and objects.
- Apply a build effect to bulleted lists.
- Animate shapes, images, SmartArt, and chart elements
- Draw motion paths.
- Apply an animation trigger.
- Set up a slide show to loop continuously.
- Set specific timings for slides and record narration.
- Hide and unhide slides.
- Use ink tools to draw and highlight on slides.
- Create, run, edit, and print a custom slide show.
- Insert and format 3D models.
- Apply the Morph transition effect.
- Insert and customize audio and video files.
- Create and insert a screen recording.

## **Chapter 8 Integrate, Share, and Protect Presentations**

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

- Import a Word Outline into a presentation
- Copy and Paste Data between programs and use the Clipboard.
- Export a Presentation to Word
- Save a Presentation in different file formats.
- Share presentations with others.
- Embed and Link Objects
- Download Templates
- Compare and Combine Presentations
- Manage Presentation Properties
- Protect a Presentation.
- Inspect a Presentation and check for accessibility and compatibility issues.
- Manage autorecover versions of presentations.
- Customize PowerPoint Options

**TRANSFERABILITY:**

Please consult the Alberta Transfer Guide for more information. You may check to ensure the transferability of this course at the Alberta Transfer Guide main page <http://www.transferalberta.ca>.

**\*\* Grade of D or D+ may not be acceptable for transfer to other post-secondary institutions. Students are cautioned that it is their responsibility to contact the receiving institutions to ensure transferability.**

**EVALUATIONS:**

Access Assignments	15%
Access Unit Tests	20%
PowerPoint Assignments	15%
PowerPoint Unit Tests	20%
COMPREHENSIVE FINAL EXAM OR Access MOS Certificate OR PowerPoint MOS Certificate	30%

**\*NOTE: MICROSOFT OFFICE SPECIALIST (MOS) CERTIFICATION.** All course work must be completed in order to qualify to take the MOS Certificate in either program. There is a cost component to the MOS Test. All tests can be booked with the GPRC Testing Centre and payment is due prior to writing the exam. MOS exams are 50 minutes in length and students will receive a MOS Certificate from Microsoft, which is a globally recognized certification.

**GRADING CRITERIA: (The following criteria may be changed to suite the particular course/instructor)**

Please note that most universities will not accept your course for transfer credit **IF** your grade is less than C-.

Alpha Grade	4-point Equivalent	Percentage Guidelines		Alpha Grade	4-point Equivalent	Percentage Guidelines
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 SCHEDULE/TENTATIVE TIMELINE:**

<b>Week</b>	<b>Dates</b>	<b>Chapter</b>	<b>Assignments</b>
<b>Access Level 2 – Unit 1</b>			
1	May 3 – May 9	1	Getting started Chapter 1 - Textbook assignments & Cirrus work
2	May 10- May 16	2 & 3	Chapter 2 & 3 - Textbook assignments & Cirrus work
3	May 17- May 23	4	Chapter 4 - Textbook assignments & Cirrus work Unit 1 Quiz (chapters 1-4)
<b>Access Level 2 – Unit 2</b>			
4	May 24- May 30	5 & 6	Chapter 5 & 6 - Textbook assignments & Cirrus work
5	May 31 – June 6	7 & 8	Chapter 7 & 8 - Textbook assignments & Cirrus work
6	June 7 – June 13		Unit 2 Quiz (chapters 5-8)
<b>PowerPoint – Unit 1</b>			
7	June 14 – June 20	1 & 2	Chapter 1 & 2 - Textbook assignments & Cirrus work
8	June 21- June 27	3 & 4	Chapter 3 & 4 - Textbook assignments & Cirrus work
9	June 28 – July 4		Unit 1 Quiz (chapter 1-4)
<b>PowerPoint – Unit 2</b>			
10	July 5 - 11	5 & 6	Chapter 5 & 6 - Textbook assignments & Cirrus work
11	July 12 – July 18	7 & 8	Chapter 7 & 8 - Textbook assignments & Cirrus work
12	July 19- July 25		Unit 2 Quiz (chapters 5-8)
13	July 26 – July 31	All	Final Exam

\*All weekly assignments and unit quizzes are due on Sunday at 11:59 pm on the week assigned.

**STUDENT RESPONSIBILITIES:**

To read, understand and comply with GPRC academic policies.

**\*\*Note:** all Academic and Administrative policies are available at <https://www.gprc.ab.ca/about/administration/policies/>

### **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.

### **COURSE POLICIES:**

Unit Tests must be taken during the specified time period. No rewrites will be given . If there is an excusable absence, the weighting of the missed test will be added to the final exam weighting. If the absence is not excusable, a grade of 0% will be given. Final Exam must be taken during specified time period. No rewrites or extensions will be granted for the final exam.

**DUE DATES:** Work must be submitted to MyClass and Cirrus by the due date and time given. No lates will be accepted.