

GRANDE PRAIRIE REGIONAL COLLEGE
OFFICE ADMINISTRATION
COURSE OUTLINE

SEP. 12 2001

OA2610M2 – INTRODUCTION TO MICROSOFT OFFICE 2000

Text: Microsoft Office 2000. Nita Rutkosky

Prerequisite: None

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Course Description: This course teaches you the fundamentals of using Windows 98, Windows Explorer, Microsoft Excel 2000, Microsoft Access 2000, Microsoft Outlook 2000 and PowerPoint 2000.

Course Objectives: Student will obtain a proficient level of knowledge Windows 98 including:

1. Using the Windows 98 Desktop as a work area.
2. Using the mouse.
3. Using the keyboard and keyboard shortcuts.
4. Using the context-sensitive menus.
5. Sizing and scrolling window.
6. Starting an applications program.
7. Saving a document.
8. Printing a document.
9. Closing a program.
10. Using Windows 98 Help.
11. Shutting down Windows.

Students will be proficient in the use of Windows Explorer. Topics include:

1. Displaying the contents of a folder.
2. Expanding and collapsing a folder.
3. Creating, renaming and deleting a folder.
4. Changing the view
5. Selecting and copying a group of files.
6. Copying and moving a file and folder.

Students will learn and practice effective electronic file management including:

1. Coding files
2. Selecting and moving files
3. Formatting a disk.
4. Making backups