

F-97

**GRANDE PRAIRIE REGIONAL COLLEGE
OFFICE ADMINISTRATION
COURSE OUTLINE**

OA2610 - INTRODUCTION TO MICROSOFT OFFICE 97

TEXT: Microsoft Office 97, Introductory Concepts and Techniques, Shelly, Cashman, Vermaat; Course Technology, 1997

MATERIALS: 3.5 Diskette

PREREQUISITE: None

INSTRUCTOR: ✦ Sharron Barr - M Section Cindy Gerritsen - C Section

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COURSE

DESCRIPTION: Covers core application concepts required to use the fundamental features of Office 97: Microsoft Excel 97, Microsoft Access 97, Microsoft PowerPoint 97, Microsoft Outlook 97.

Note: Word 97 is not covered as it is dealt with exclusively in OA2620.

COURSE OBJECTIVES:

1. Use the features of Excel 97 to complete the following: create a Worksheet and embedded chart; use formulas; format; create charts; use what-if analysis; and work with large worksheets
2. Use the features of Access 97 to complete the following: create a database; query a database; and maintain a database
3. Use the features of PowerPoint 97 to complete the following: create a presentation; create and electronic slide show; import clip art from the Microsoft Clip Gallery live web site.
4. Use the features of Microsoft Outlook 97 to complete the following: create a schedule; enter one-time and recurring appointment and events; print and save a calender; generating a list of contacts; and adding a note to an appointment.

GRADING:

	<u>Assignments</u>	<u>Final Tests/Projects</u>
Excel 97	10%	20%
Access 97	10%	20%
PowerPoint 97	10%	20%
Outlook 97	2%	3%

**INTRODUCTION TO MICROSOFT OFFICE '97
OA2610 SCHEDULE I**

Monday	Tuesday	Wednesday	Thursday	Friday
<p align="center">September 1</p>	<p align="center">2</p>	<p align="center">3</p>	<p align="center">4</p> <p>Advising</p>	<p align="center">5</p> <p>Course Outline Course Schedule ➤ The Hardware ➤ The Software - Overview ➤ Windows '95 *Starting / Closing *The Desktop *Mouse Operations *Point and Click *Right Click *Double - Click *The Window *Min. & Max *Close *Drag *Sizing *Scrolling *Resizing *Closing *Right-Drag</p>
<p align="center">8</p> <p>*Pages WIN 1.5 - 1.23</p>	<p align="center">9</p> <p>The Numeric Keypad ➤ Touch Keying *</p>	<p align="center">10</p>	<p align="center">11</p> <p>Numeric Keypad Timed Production Test *Read Pages E1.3 - 1.6</p>	<p align="center">12</p> <p>Microsoft Excel ➤ The Workbook ➤ The Worksheet ➤ The Desktop ➤ Selecting a Cell, Column, Row ➤ Text/Numeric Values/Formulas ➤ Entering Text ➤ Entering Numbers ➤ Calculating a Sum ➤ Using a Fill Handle ➤ Titles ➤ Formatting *Fonts *Enhancements ➤ AutoFormat ➤ Saving a Workbook *Do Pages E1.3 - E1.31</p>

**INTRODUCTION TO MICROSOFT OFFICE '97
OA2610 SCHEDULE I**

15	>Charts >Saving a Worksheet with a chart *Do E1.35 - 1.61	16	Do: *Test Your Knowledge #1 #2 #3 #4 *Use Help #1 #2 Pages E1.62 - E1.66	17	Review Assignments Do: *In the Lab #1 #2 #3 Pages E1.67 - E1.70	18		19	Assignments Due
22	>Multiple lines of text >Formulas: operands, cursor point, function wizards *	23	*Pages E2.4 - E2.	24		25	Do: *In the Lab #1 #2 Pages E2.72 - E2.79	26	Assignments Due
29	>Rotating Text >Using Fill with Months >Copying >Freezing >Date and Time >If Function >Goal Seek	30	*Pages E3.4 - E3.58	October 1		2	Do: *Apply Your Knowledge #1 Do: *In The Lab #1 #2 #3 Pages E3.64 - E2.72	3	
6	Thanksgiving	7		8		9	Assignments Due	10	Review Assignments Review for Excel Exam
13	Thanksgiving	14	Excel Exam	15	Excel Exam	16	Review Exam	17	ACCESS INTRODUCTION