

GRANDE PRAIRIE REGIONAL COLLEGE  
OFFICE ADMINISTRATION  
COURSE OUTLINE

OCT 22 1998

OA2610M2 - MICROSOFT OFFICE 97

**TEXT:** Microsoft Office 97, Introduction Concepts and Techniques, Shelly, Cashman, Vermaat: Course Technology, 1997

**MATERIALS:** 3.5 Diskettes (10)  
Disk Holder  
Disk Log

**PREREQUISITE:** None

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**COURSE**

**DESCRIPTION:** This course covers application concepts required to use the fundamental features of Microsoft Office 97: Microsoft Access, Microsoft Excel, Microsoft PowerPoint, and Microsoft Outlook.

Note: Word 97 is not covered as it is dealt with exclusively in OA2620. Integrations are dealt with in OA2630.

**COURSE**

- OBJECTIVES:**
1. Use the feature of Excel 97 to complete the following: create a worksheet and an embedded chart, use formulas, format, create charts, use what-if and goal seek analysis, and work with large worksheets.
  - Use the feature of Access 97 to complete the following: create a database; query a database; maintain a database, create reports, edit reports, and integrate a database/report with Excel 97.
  - Use the features of PowerPoint 97 to complete the following: create a presentation, create an electronic slide show, and import clip art from Microsoft Clip Art Gallery live web site.

**GRADING:**

	Assignments	Test
Excel 97	5%	15%
Access 97	5%	15%
PowerPoint 97	10%	
Final Exam		50%

**OA2610M2 MICROSOFT OFFICE 97**  
**Course Outline Addendum**  
**Learning Outcomes**  
**in accordance with**  
**Canada Council's Critical Employability Skills**

**Preamble**

A review of Canada Council's Critical Employability Skills has produced a set of 22 learning outcomes. In order to enhance the probability that employability skills will be given the emphasis they deserve in this course, these learning outcomes are being included as part of the course outline.

<b>Learning Outcome</b>	<b>Evidence for Portfolio Submission</b>	<b>C = the skill is learned in content P = the skill is practiced A = the skill is assessed</b>	<b>Assessment</b>
Compose messages, memos, letters, and short report, correctly applying the fundamental principles of spelling, grammar, and punctuation	Samples of Microsoft Office 97 application assignments and tested work.	P A	Microsoft Office 97 assignments and tested work.
Select, apply, and adapt computer software tools such as word processing, spreadsheets, data bases, accounting, presentation, and desktop publishing to related tasks.	Samples of projects involving MS Office 97.	C P A	Microsoft Office 97 assignments and tested work.

Transfer skills and knowledge of software, technology, and business systems from one situation to another.	Samples of projects involving MS Office 97 - Cases and Places	C P A	Microsoft Office 97 Assignments - Cases and Places
Define and solve problems both independently and in teams, using a variety of creative problem-solving approaches.	Microsoft Office 97 assignments - Cases and Places	P A	Microsoft Office 97 assignments and tested materials - Cases and Places
Keyboard proficiently and accurately.	Timed / tested materials	P	
Apply standard records management systems to classify, organize, store, and retrieve hard copy and electronic files.	Disk Log Samples  Electronic Records Management Activities	P A	Disk Log  Electronic Records Management Activities  Coded work
Apply computational skills to business related tasks and assess the logic of the results.	Excel Spreadsheets involving formulas, what-if and goal seek analysis.	C P A	Assignments and tested work.

**OA2610 M2 - Microsoft Office 97  
Course Schedule  
Fall 1998**

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
August 31	September 1	September 2	September 3 Course Outline Course Schedule •The Computer Hardware - overview •The Computer Software - overview •Windows '95 Starting Closing The Desktop Mouse Operations Point and Click Right Click The Window Min and Max Close Drag Sizing Scrolling Resizing Closing Right Drag	September 4 Do Pages VTN 1.5 - 1.23

7 Labour Day Holiday	8 The Numeric Keypad	9 The Numeric Keypad	10 +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 Autofillmark	11 Do Pages E.1.3 + 1.31
14 +Charts +Saving a Worksheet with a Chart +Do E1.35 - 1.61	15 Do: Test Your Knowledge 1, 2, 3, 4, Use Help 1, 2 Cases and Places 1 - 7	16	17	18 Assignments Due
21 +Review Assignments +Multiplies lines of text +Formulas: operands, cursor point, function wizards	22 Do: pages E2.4 + E2.41	23 +3-D Pie Chart +Formatting the Chart Titles Borders Slices Data Labels +Display formulas +Printing Options Do: pages E2.41 to E2.61	24 +Web queries Do: pages E2.61 - E2.65 Do: In the Lab 1, 2, 3 and Cases and Places 1 - 7 E2.62 - E2.82	25
28	29 Assignments Due +Rotating Text +Using Fill with Mon the +Copying +Freezing +Date and Time +If Function +Goal Seek	30 Review Assignments Do: Pages E3.4 - E3.58	October 1 Do: In the Lab 1,2,3 and Cases and Places 1 - 7 E3.64 - E3.76	October 2
5	6 Assignments Due	7 Review Assignments Excel Review	8 Excel Test	9 Excel Test

<p>12 Thanksgiving - Thank Goodness</p>	<p>13 Review Excel Test</p>	<p>14 Access 97 *Creating *Saving *Adding records *Preview/Print *Adding Tables *Creating a Form *Creating a Report</p>	<p>15 Do p. A1.6 - A1.53</p>	<p>16</p>
<p>19 *Web Access Do: Apply Your Knowledge 1, In the lab 1, 2, 3, and Cases and Places 1 - 7 p. A1.62 - A1.76</p>	<p>20</p>	<p>21</p>	<p>22</p>	<p>23 Assignments Due</p>
<p>26 *Queries *Queries using AND / OR *Using Calculations  November 2</p>	<p>27 Do p. A2.4 - 2.46</p>	<p>28</p>	<p>29 Do Apply Your Knowledge. In the Lab 1, 2, 3, and Cases and Places 1-7</p>	<p>30</p>
<p>November 2</p>	<p>3</p>	<p>4</p>	<p>5</p>	<p>6 *Assignments Due  Maintaining a Database *add records *locate records *edit records *delete records *restructure a table *change field characteristics *add a field *update content - single field *change groups of records *ranges *default values *logical values *format *validations rules *referential integrity *order records *single and multiple indexes</p>

9 Do: p. A3.4 - A3.45	10	11 Remembrance Day	12 Do Apply Your Knowledge, In the Lab 1, 2, 3, and Cases and Places 1-7	13
16	17	18 Assignments Due Project 4 -Reports and Forms Editing	19	20 Do: Apply Your Knowledge, In the Lab 1, 2, 3 and Cases and Places 1 - 7
23	24	25 Project 4 Due Access Review	26 Access Test	27 Access Test
30 Review Access Test PowerPoint Project 1 & 2 Do: 1.6 - 2.59 Do: Project 1 & 2	December 1	2 Access Review	3	4 PowerPoint Projects Due Review for Final Exam FINAL EXAM DATE TBA 3 HOURS PRACTICAL EXAM