

SEP 13 2000

GRANDE PRAIRIE REGIONAL COLLEGE  
OFFICE ADMINISTRATION  
COURSE OUTLINE

OA2610M2 – INTRODUCTION TO MICROSOFT OFFICE 97

**Text:** Microsoft Office 97, Introductory Concepts and Techniques, Shelley, Cashman, and Vermaat: Course Technology, 1997.

**Prerequisite:** None

**Instructors:** Sharron Barr  
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**Course Description:** This course teaches you the fundamentals of using Windows 95, Windows Explorer, Microsoft Excel '97, Microsoft Access '97, Microsoft Outlook '97 and PowerPoint '97.

**Course Objectives:** Student will obtain a proficient level of knowledge Windows 95 including:

1. Using the Windows 95 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 95 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.
5. Deleting files.
6. Organizing files.
7. Copying and moving files.
8. Renaming files.
9. Purging files.
10. Refreshing a view of a disk.
11. Deleting files.
12. Emptying the recycling bin.
13. Finding files using filename, search and date modified.
14. Maintaining file logs and indexes.

Students will be able to perform all activities to attain a proficient level of skill in Microsoft Excel 97 including the skill sets:

1. Creating worksheets.
2. Modifying worksheets.
3. Printing workbooks.
4. Formatting worksheets.
5. Creating and applying ranges.
6. Using functions.
7. Using draw.
8. Using charts.
9. Saving spreadsheets as HTML.
10. Creating larger worksheets.
11. Creating worksheets based on assumptions.

Students will use the Excel skills set to create the following types of documents:

1. Budgets
2. Marketing and sales reports.
3. Invoices and purchase orders.
4. Basic financial statements.
5. Spreadsheet information for use on the Intranet/Internet.

**NOTE:** This skill set should enable the student to take the **MICROSOFT PROFICIENT SPECIALIST EXCEL 97 EXAM** and receive certification from Microsoft. Exam cost \$75.00.

Students will be able to perform all activities to attain a proficient level of skill in Microsoft Access 97 including the skill sets:

1. Create a database.
2. Create a table.
3. Create a form.
4. Create a custom report.
5. Query.
6. Calculate statistics.
7. Maintain a database.
8. Create Validation Rules.
9. Create and use indexes.

**NOTE:** This skill set composes a portion of those skill sets required for **PROFICIENT SPECIALIST ACCESS 97 EXAM** required to receive certification from Microsoft. Exam cost \$75.00. The remaining skills sets are taught in OA2270 Microsoft Office 97 An Expert Level Course.

Students will be able to perform all activities to attain a proficient level of skill in Microsoft PowerPoint including the skill sets:

1. Starting a presentation.
2. Viewing a presentation.
3. Create a color title slide.
4. Formatting a presentation.
5. Presenting a slide show.
6. Use view and clip art in an electronic slide show.
7. Importing clip art.

**NOTE:** This skill set composes a portion of those skill sets required for **EXPERT SPECIALIST POWERPOINT 97 EXAM** required to receive certification from Microsoft. Exam cost \$75.00. The remaining skills sets are taught in OA2270 Microsoft Office 97 An Expert Level Course.

## Grading:

Fundamentals of Windows 95 Project 1	5%
Using Windows Explorer Project 2	5%
Electronic File Management Project 1	5%
Excel Project 1 Creating a worksheet and embedded chart	5%
Excel Project 2 Formulas, formatting, charts, and web queries	5%
Excel Project 3 What-if analysis and working with large worksheets	5%
Access Project 1 Creating a database using design and datasheet views	5%
Access Project 2 Querying a database	5%
Access Project 3 Maintaining a database	5%
PowerPoint Project 1 Using a design template and style checker	5%
PowerPoint Project 2 Using outline view and clip art	5%
Excel Test	5%
Access Test	5%
PowerPoint Test	5%
Employability Skills Portfolio Submissions	5%
Final Exam	25%

## Course Policy::

Attendance is mandatory. If you are ill you must notify your instructor. More than 3 missed classes will result in a recommendation of debarred from exams. On the advice of the instructor and with concurrence of the Department Chair and the Registrar, a student may be debarred from an examination when attendance requirements are not met. Students debarred from an examination on the basis of attendance will be given a grade of zero on the exam.

All assignments and exams must be completed in order to receive a grade in the course.

Assignments are due (15:30 p.m.) on the dates set by the instructor. Assignments may be handed in early; but 5 marks will be deducted for each day the assignment is late.

If you miss an exam, there are no make-ups. Missed exam percentage may be added onto their final exam.

Academic dishonesty – refer to page 19 of the College Calendar.

All assignments must be completed in order to complete the course.