

CLASS NUMBER AND NAME:	CM310A—ADVANCED OFFICE: WORD & EXCEL
TOTAL CLICK HOURS/UNITS:	25 HOURS/1 UNIT
PREREQUISITE:	Completion of the Administrative Assistant program
TEXT AND MATERIALS:	<i>Microsoft Office 2010 Volume 1 Exploring Series</i> , Grauer. Pearson Education, Inc., 2011. USB drive and headphones
CLASS DESCRIPTION:	This class provides hands-on experience with advanced features of Microsoft Word and Excel. Topics include document presentation, collaboration and research, document productivity, formulas and functions, charts, and datasets and tables.
CLASS OBJECTIVE:	The objectives of this class are to familiarize the students with a variety of word-processing documents and a working knowledge of spreadsheet functions, formulas, and creating graphs and charts.
CLASS FORMAT OVERVIEW:	This class is a lab. Lab time is spent creating documents and spreadsheets using Microsoft Word and Excel.
METHOD OF INSTRUCTION:	Students are required to complete and submit all assignments for grading. Each assignment includes more than one exercise and/or set of problems. Each assignment <u>must</u> contain all of the exercises and problems listed for credit to be received. Any incomplete assignments will be returned to the student to be completed. Students are also required to complete the end of the chapter online questions and project/final exam.
TESTING:	There will be a project/final exam at the end of this class.
ATTENDANCE:	Although this class is in a lab setting, attendance is required.
LATE WORK OR TESTING:	There may be a 10% penalty for all late work and testing. If the work or test is not completed within the scheduled module, all assignments and/or test(s) must be resubmitted for grading.

CHEATING:

“Empire maintains a code of conduct for students that prohibit passing another student’s work as their own.” If students submit duplicate work, each student will be given an opportunity to erase and repeat all class assignments under the direct supervision of an instructor in a computer lab at Empire College. The school’s Code of Conduct and Cheating Policy will be enforced.

FINAL GRADE:

The final grade consists of chapter assignments (75 percent) and the project/final (25 percent).

90 – 100% = A

80 - 89% = B

70 - 79% = C

60 - 69% = D

50 - 0% = F

Incompletes will be given on an individual basis according to the requirements listed on the Incomplete form. If you do not complete the class during the scheduled module, you may submit an Incomplete form for consideration. If granted, you will have one additional mod to complete the work; otherwise, you will need to restart the class again. Incomplete classes will need to be completed on your own time and finished by the end of the extended mod.

**ANTICIPATED LEARNING
OUTCOMES:**

By the end of this course, the student will:

1. Learn the advanced features of Microsoft Word including creating and editing a document, creating a research paper, creating a resume using a wizard and a cover letter with a table, creating a document with a table, chart, and watermark, generating form letters, mailing labels, and directories, creating a professional newsletter, and using collaboration tools.
2. Acquire more advanced techniques for editing text, moving and copying text, using Spell Check, Grammar Checker, and the Thesaurus.
3. Create mail merge documents and envelopes
4. Explore advanced features of Microsoft Excel and using spreadsheet applications.
5. Creating financial functions, data tables, amortization schedules, and hyperlinks, creating, sorting, and querying a list, creating templates and working with multiple worksheets.
6. Create, edit and enhance charts using the Chart Wizard.

Microsoft Advanced Word and Excel 2010

INSTRUCTIONS FOR DOWNLOADING FILES FOR TEXTBOOK ASSIGNMENTS

Create a folder on your USB drive called MyITLab_advanced

Open the Internet Explorer and enter the URL address: www.pearsonhighered.com/exploring

Choose Exploring Microsoft Office 2010, Volume 1

Student Data Files

Save

Navigate to your folder you created on your USB drive

Save

Open the folder on your USB drive.

Open the folder with a zipper to unzip the files.

Do not delete your assignments until you have completed your classes at Empire College. Some of the files will be used for other computer courses and some of the files will be used for your portfolio at the end of your program.

Welcome to MyItLab!

MyItLab is a dynamic, interactive eLearning program. Your instructor has requested that you have access to this online program.

To access your MyItLab online course for the first time, you will need to register and log in. Whenever you want to use MyItLab after that, you just need to log in. You can do both from the same starting point, at www.MyITLab.com.

TO REGISTER FOR MYITLAB

To register, you will need a student access code and a course ID (provided by your instructor). If you purchased a new textbook, it should have come with a Student Access kit that contains a code you can use to register.

Course ID: CRSABVH-837653

Course Name: CM310A Advanced Word/Excel 2010

1. Start Internet Explorer and go to www.MyITLab.com. Click the Student button, under Register.
2. Select “Yes, I have an access code.”
3. Agree to the License Agreement and terms by clicking I Accept.
4. On the Access Information page, you will be asked if you have a Pearson Education account. If Yes, enter the existing login name and password.
5. If you do not have an account, click the **No** option, and enter your desired login name and password.
Re-type your password.

For your login name, please use your first and last name all lowercase no spaces and your student ID for your password.

Login name: _____

Password: _____

6. Enter your Access Code from the MyITLab Student Access Kit.
7. On the Account Information page, enter your first and last name and email.
8. In the School Location section, select your country and enter your school’s ZIP or postal code.
Select your school from the list.
9. Select a Security Question and enter the answer. Click Next.
10. A Confirmation and Summary page displays, indicating your registration is successful! This information will also be emailed to you.
11. Click Log in Now to log into MyITLab.
12. On the My Courses page, click Enroll in a Course and type the Course ID provided to you by your instructor—it will be: **CRSABVH-837653**

13. On the Confirm Course page verify the course and instructor are correct. Click submit and then Enter Course Now.

TO LOG INTO MYITLAB

1. Go www.MyITLab.com
2. Enter the personal user name and password you just created and click Log In. Click the Course Name to enter your course.

NEED MORE HELP?

Additional help can be found on www.MyITLab.com on the Support Tab under Student Support.

One-Step Installer and Launch Tool for Home Use

Use this link if you working on your home computer:

http://www.myitlab.com/Home_Computer_Set-Up

WEEK 1—ASSIGNMENT 1—Word Chapter 1

Complete **Word Chapter 1** pages 118-154 from: www.pearsonhighered.com/exploring. The instructions are on page 3 of the syllabus. When you have completed the textbook projects below, send the completed projects to the grader using the instructions on page 11 of the syllabus.

- Hands on Exercise 1, **Introduction to Word Processing**, pages 126-130.
- Hands on Exercise 2, **Document Organization**, pages 139-143.
- Hands on Exercise 3, **Finalize a Document**, pages 151-154.
- Hands on Exercise 4, **Document Organization**, pages 139-143.

Complete Word Chapter 1 assignments using MyItLab at www.myitlab.com. The instructions are on pages 4-5 of the syllabus.

- Hands on Exercise 1**
- Hands on Exercise 2**
- Hands on Exercise 3**
- Hands on Exercise 4**

Complete Word Chapter 1 graded assignments. Instructions for using the grader are listed at the link below.

[HTTP://WWW.MYITLAB.COM/ASSETS/PDF/MYITLAB STUDENT GRADER INSTRUCTIONS.PDF](http://www.myitlab.com/assets/pdf/myitlab_student_grader_instructions.pdf)

- Submit electronically: **Graded Homework Assignment**
- Submit electronically: **Graded Assessment Assignment**

WEEK 1—ASSIGNMENT 2—Word Chapter 2

Complete **Word Chapter 2** pages 163-205 from the textbook using MS Word 2010 and the files downloaded from : www.pearsonhighered.com/exploring. The instructions are on page 3 of the syllabus. When you have completed the textbook projects below, send the completed projects to the grader using the instructions on page 11 of the syllabus.

- Hands on Exercise 1, **Text Formatting Features**, pages 169-171.
- Hands on Exercise 2, **Paragraph Formatting Features**, pages 182-186.
- Hands on Exercise 3, **Styles**, pages 192-196.
- Hands on Exercise 4, **Graphical Objects**, pages 202-205.

Complete Word Chapter 2 assignments using MyItLab at www.myitlab.com. The instructions are on pages 4-5 of the syllabus.

- Hands on Exercise 1**
- Hands on Exercise 2**
- Hands on Exercise 3**
- Hands on Exercise 4**

Complete Word Chapter 2 graded assignments. Instructions for using the grader are listed at [the link below](#).

[HTTP://WWW.MYITLAB.COM/ASSETS/PDF/MYITLAB STUDENT GRADER INSTRUCTIONS.PDF](http://www.myitlab.com/assets/pdf/myitlab_student_grader_instructions.pdf)

- Submit electronically: Graded Homework Assignment
- Submit electronically: Graded Assessment Assignment

WEEK 2—ASSIGNMENT 3—Word Chapter 3

Complete **Word Chapter 3** pages 217-251 from the textbook using MS Word 2010 and the files downloaded from : www.pearsonhighered.com/exploring. The instructions are on page 3 of the syllabus. When you have completed the textbook projects below, send the completed projects to the grader using the instructions on page 11 of the syllabus.

- Hands on Exercise 1, **Document Revisions**, pages 224-228.
- Hands on Exercise 2, **Research Paper Basics**, pages 234-236.
- Hands on Exercise 3, **Research Paper Enhancements**, pages 245-251.

Complete Word Chapter 3 assignments using MyItLab at www.myitlab.com. The instructions are on pages 4-5 of the syllabus.

- Hands on Exercise 1**
- Hands on Exercise 2**
- Hands on Exercise 3**

Complete Word Chapter 3 graded assignments. Instructions for using the grader are listed at the link below.

[HTTP://WWW.MYITLAB.COM/ASSETS/PDF/MYITLAB STUDENT GRADER INSTRUCTIONS.PDF](http://www.myitlab.com/assets/pdf/myitlab_student_grader_instructions.pdf)

- Submit electronically: Graded Homework Assignment**
- Submit electronically: Graded Assessment Assignment**

WEEK 2—ASSIGNMENT 4—Word Chapter 4

Complete **Word Chapter 4** pages 261-298 from the textbook using MS Word 2010 and the files downloaded from www.pearsonhighered.com/exploring. The instructions are on page 3 of the syllabus. When you have completed the textbook projects below, send the completed projects to the grader using the instructions on page 11 of the syllabus.

- Hands on Exercise 1, **Tables**, pages 267-272.
- Hands on Exercise 2, **Advanced Table Features**, pages 276-280.
- Hands on Exercise 3, **Mail Merge**, pages 291-298.

Complete Word Chapter 4 assignments using MyItLab at www.myitlab.com. The instructions are on pages 4-5 of the syllabus.

- Hands on Exercise 1
- Hands on Exercise 2
- Hands on Exercise 3

Complete Word Chapter 4 graded assignments. Instructions for using the grader are listed at the link below.

[HTTP://WWW.MYITLAB.COM/ASSETS/PDF/MYITLAB STUDENT GRADER INSTRUCTIONS.PDF](http://www.myitlab.com/assets/pdf/myitlab_student_grader_instructions.pdf)

- Submit electronically: Graded Homework Assignment
- Submit electronically: Graded Assessment Assignment

WEEK 3—ASSIGNMENT 5—Excel Chapter 1

Complete Excel Chapter 1 pages 311-361 from the textbook using MS Excel 2010 and the files downloaded from : www.pearsonhighered.com/exploring. The instructions are on page 3 of the syllabus. When you have completed the textbook projects below, send the completed projects to the grader using the instructions on page 11 of the syllabus.

- Hands on Exercise 1, **Introduction to Spreadsheets**, pages 318-320.
- Hands on Exercise 2, **Mathematics and Formulas**, pages 325-329.
- Hands on Exercise 3, **Workbook and Worksheet Management**, pages 341-345.
- Hands on Exercise 4, **Formatting**, pages 350-353.
- Hands on Exercise 5, **Page Setup and Printing**, pages 358-361.

Complete Excel Chapter 1 assignments using MyItLab at www.myitlab.com. The instructions are on pages 4-5 of the syllabus.

- Hands on Exercise 1**
- Hands on Exercise 2**
- Hands on Exercise 3**
- Hands on Exercise 4**
- Hands on Exercise 5**

Complete Excel Chapter 1 graded assignments. Instructions for using the grader are listed at the link below.

[HTTP://WWW.MYITLAB.COM/ASSETS/PDF/MYITLAB STUDENT GRADER INSTRUCTIONS.PDF](http://www.myitlab.com/assets/pdf/myitlab_student_grader_instructions.pdf)

- Submit electronically: **Graded Homework Assignment**
- Submit electronically: **Graded Assessment Assignment**

WEEK 3—ASSIGNMENT 6—Excel Chapter 2

Complete Excel Chapter 2 pages 373-408 from the textbook using MS Excel 2010 and the files downloaded from : www.pearsonhighered.com/exploring. The instructions are on page 3 of the syllabus. When you have completed the textbook projects below, send the completed projects to the grader using the instructions on page 11 of the syllabus.

- Hands on Exercise 1, **Formula Basics**, pages 377-381.
- Hands on Exercise 2, **Function Basics**, pages 389-393.
- Hands on Exercise 3, **Logical, Lookup, and Financial Functions**, pages 399-402.
- Hands on Exercise 4, **Range Names**, pages 406-408.

Complete Excel Chapter 2 assignments using MyItLab at www.myitlab.com. The instructions are on pages 4-5 of the syllabus.

- Hands on Exercise 1**
- Hands on Exercise 2**
- Hands on Exercise 3**
- Hands on Exercise 4**

Complete Excel Chapter 2 graded assignments. Instructions for using the grader are listed at the link below.

[HTTP://WWW.MYITLAB.COM/ASSETS/PDF/MYITLAB STUDENT GRADER INSTRUCTIONS.PDF](http://www.myitlab.com/assets/pdf/myitlab_student_grader_instructions.pdf)

- Submit electronically: **Graded Homework Assignment**
- Submit electronically: **Graded Assessment Assignment**

WEEK 4—Assignment 7—Excel Chapter 3

Complete Excel Chapter 3 pages 421-461 from the textbook using MS Excel 2010 and the files downloaded from : www.pearsonhighered.com/exploring. The instructions are on page 3 of the syllabus. When you have completed the textbook projects below, send the completed projects to the grader using the instructions on page 11 of the syllabus.

- Hands on Exercise 1, **Chart Basics**, pages 436-440.
- Hands on Exercise 2, **Chart Design**, pages 446-450.
- Hands on Exercise 3, **Chart Layout**, pages 457-461.

Complete Excel Chapter 3 assignments using MyItLab at www.myitlab.com. The instructions are on pages 4-5 of the syllabus.

- Hands on Exercise 1**
- Hands on Exercise 2**
- Hands on Exercise 3**

Complete Excel Chapter 3 graded assignments. Instructions for using the grader are listed at the link below.

[HTTP://WWW.MYITLAB.COM/ASSETS/PDF/MYITLAB STUDENT GRADER INSTRUCTIONS.PDF](http://www.myitlab.com/assets/pdf/myitlab_student_grader_instructions.pdf)

- Submit electronically: **Graded Homework Assignment**
- Submit electronically: **Graded Assessment Assignment**

WEEK 4—Assignment 8—Excel Chapter 4

Complete Excel Chapter 4 pages 473-518 from the textbook using MS Excel 2010 and the files downloaded from : www.pearsonhighered.com/exploring. The instructions are on page 3 of the syllabus. When you have completed the textbook projects below, send the completed projects to the grader using the instructions on page 11 of the syllabus.

- Hands on Exercise 1, **Large Datasets**, pages 483.
- Hands on Exercise 2, **Excel Tables**, pages 489-492.

- Hands on Exercise 3, **Table Manipulation and Aggregation**, pages 501-508.
- Hands on Exercise 4, **Conditional Formatting**, pages 515-518.

Complete Excel Chapter 4 assignments using MyItLab at www.myitlab.com. The instructions are on pages 4-5 of the syllabus.

- Hands on Exercise 1**
- Hands on Exercise 2**
- Hands on Exercise 3**

Complete Excel Chapter 3 graded assignments. Instructions for using the grader are listed at the link below.

[HTTP://WWW.MYITLAB.COM/ASSETS/PDF/MYITLAB STUDENT GRADER INSTRUCTIONS.PDF](http://www.myitlab.com/assets/pdf/myitlab_student_grader_instructions.pdf)

- Submit electronically: **Graded Homework Assignment**
- Submit electronically: **Graded Assessment Assignment**

WEEK 5—ASSIGNMENT 9—FINAL

Complete the following assignments for your final using MyItLab at www.myitlab.com. The instructions are on pages 4-5 of the syllabi.

- Word Chapter 1**
- Word Chapter 2**
- Word Chapter 3**
- Word Chapter 4**
- Excel Chapter 1**
- Excel Chapter 2**
- Excel Chapter 3**
- Excel Chapter 4**

Please email the grader at CM310A@empirecollege.com when you have completed all of your assignments, final projects, and exams.

Submitting Documents for Grading by Email

Email address:	CM310A@empirecollege.com
Attach:	<p>Attach all documents for each assignment number to an email sent to CM310A@empirecollege.com.</p> <ul style="list-style-type: none">•
Subject Line:	<p>The email subject line should include</p> <ul style="list-style-type: none">• Your first and last name• Chapter number• Assignment number you're submitting <p>Example: Jane Doe-Chapter 1-Assignment 1</p>
Body of Email:	<p>The body of the email must list all documents attached for grading.</p> <p>There should be one email per chapter with all of the documents attached as listed in the syllabus.</p>

Evening Schedule		
6-Week	3-Week	Assignment
Week 1	Week 1	Assignment 1 and 2 Word Chapter 1 and 2
Week 2		Assignment 3 and 4 Word Chapter 3 and 4
Week 3	Week 2	Assignment 5 and 6 Excel Chapter 1 and 2
Week 4		Assignment 7 and 8 Excel Chapter 3 and 4
Week 5	Week 3	Assignment 9 FINAL
Week 6		Assignment 9 FINAL