

CLASS NUMBER AND NAME:	CM310C—POST-ADVANCED OFFICE: WORD AND EXCEL
TOTAL CLOCK HOURS/UNITS:	25 HOURS/1 UNIT
PREREQUISITE:	Completion CM310B—Advanced Office: Access/PowerPoint
TEXT AND MATERIALS:	<i>Microsoft Office 2007 Advanced Concepts and Techniques</i> , Shelly, Cashman and Vermaat, Thomson Course Technology, 2007. Jump Drive
CLASS DESCRIPTION:	This class provides hands-on experience with post-advanced concepts and techniques in Microsoft Word and Excel along with the rationale for applying them to different situations. After completing this course, the student will be prepared for the MCAS certification prep courses. Students will be creating and working with a variety of Word and Excel tools including master documents, table of contents, indexes, online forms, macros, blogging, complex formulas, tables, charts, PivotTables, PivotCharts, Trendlines; and Visual Basic.
CLASS OBJECTIVE:	The objectives of this class are to familiarize the students with a variety of Word documents and spreadsheet functions. Guidelines are based on MCAS certification objectives.
CLASS FORMAT OVERVIEW:	This class is completed in a lab setting.
METHOD OF INSTRUCTION:	Students are required to complete and turn in 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 full credit. Any incomplete assignments will be returned to the student to be completed. Students are also required to take the final exam and complete the final project.
ATTENDANCE:	Students are expected to attend class/lab daily.
LATE WORK OR TESTING:	There will be a 10% penalty for all late work and testing. If work is not completed within the scheduled module and one grace mod, all assignments and/or test(s) must be resubmitted for grading.

CHEATING: “Empire maintains a code of conduct for students that prohibits 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.

TESTING: There will be a final project at the end of this class. The project will evaluate the student’s ability to apply his or her proficiency in Word and Excel.

FINAL GRADE: The grade for this class will be based upon the graded assignments, projects, and tests.

No Incompletes will be given. You will receive a grade for the work completed at the end of the module. If you complete the class after the module is over, the final grade will be the average of the grade given at the end of the module and the completed class grade.

The final grade will be the result of all work submitted (50 percent), questions (25 percent), and the final (25 percent).

- 90 – 100% = A
- 80 - 89% = B
- 70 - 79% = C
- 60 - 69% = D
- 50 - 0% = F

ANTICIPATED LEARNING OUTCOMES: By the end of this course, the student will:

1. Learn advanced fundamentals of Microsoft Word including creating and editing a Word 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 Word’s 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 the more advanced fundamentals of Microsoft Excel and using spreadsheet applications.
5. Create financial functions, data tables, amortization

schedules, and hyperlinks, creating, sorting, and querying a list, creating templates and working with multiple worksheets and workbooks.

Post-Advanced Word and Excel 2007

Data Files (create a folder on your E drive to store the unzipped files)

http://www.scsite.com; then choose Office Suites; Microsoft Office 2007; choose your text; Data Files; Run; Run; Browse; E drive; OK; Unzip.

Submit the printed exercises by assignment as shown on the schedule below.

Label each assignment with your name, assignment name, and date using the footer feature.

Do not delete your assignments. 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.

The textbook is written for Windows Vista. In the labs at Empire College, you are still using Windows XP; therefore, some of the examples might look slightly different.

WEEK 1

Assignment 1—WORD PROJECT 7

Read and complete **Project 7, Working with Document Sharing Tools**, pg. WD 482 to WD 552.

- Print Types of Web Sites, pg. WD 495
- Print after step 5, pg. WD 508
- Print after step 2, pg. WD 524
- Print Internet Post-Fourth Edition after step 4, pg. WD 529

Read and complete **Project 7, In the Lab 7-3, Process and Object Modeling Subdocument Final**, pg. WD 562 to WD 565.

- Print after step 4, pg. WD 564
- Print step 24, pg. WD 565

	<p style="text-align: center;">Assignment 2—WORD PROJECT 8</p> <p>Read and complete Project 8, Creating an Online Form, pg. WD 570 to WD 627.</p> <ul style="list-style-type: none"> <input type="checkbox"/> Print the template, Universal Travel, pg. WD 575 <input type="checkbox"/> Print the template, Universal Travel, pg. WD 623 <p>Read and Complete Project 8, In the Lab 8-3, Book Barn, pg WD 637 to WD 638.</p> <ul style="list-style-type: none"> <input type="checkbox"/> Print on step 16, pg. WD 638 <input type="checkbox"/> Print on step 17, pg. WD 638
WEEK 2	<p style="text-align: center;">Assignment 3—WORD PROJECT 9</p> <p>Read and complete Project 9, Enhancing an Online Form and Working with Macros, Document Security, and XML, pg. WD 642 to WD 703.</p> <p>The extension for a Macro Enabled Template is dotm, which includes an exclamation point on the Icon when it is saved.</p> <ul style="list-style-type: none"> <input type="checkbox"/> Print the Macro Enabled Template on step 16, pg. WD 645 <input type="checkbox"/> Print Universal Travel Modified, pg. WD 670 <input type="checkbox"/> Print Universal Travel Modified, pg. WD 684 <input type="checkbox"/> Print The Best Business Solutions Modified, pg. WD 695 <input type="checkbox"/> Print That Pool Place, pg. WD 703 <p>Read and Complete Project 9, In the Lab 9-3, Enhancing the Look of an Online Form and Adding Macros, pg. WD 711 to WD 712.</p> <ul style="list-style-type: none"> <input type="checkbox"/> Print Lab 9-3 Book Barn Modified, pg. WD 712
	<p style="text-align: center;">Assignment 4—WORD BLOGGING FEATURE</p> <p>Read and Complete Word Blogging Feature, pg. WD 716 to WD 726. The address to post your blog: empirestudent.com/studentposts/</p> <ul style="list-style-type: none"> <input type="checkbox"/> Print the blog post, pg. WD 726 before publishing <input type="checkbox"/> Publish the blog post, pg. WD 725 to WD 726 <p>Read and Complete In the Lab 1, Creating a Blog Post from Supplied Data, pg. WD 727</p> <ul style="list-style-type: none"> <input type="checkbox"/> Print the blog post, pg. WD 727 (before publishing) <input type="checkbox"/> Publish the blog post at the address above, pg. WD 727 <input type="checkbox"/> Show the instructor your blog

WEEK 3**Assignment 5—EXCEL PROJECT 7**

Read and complete **Project 7, Using Macros and Visual Basic for Applications**, pg. EX 530 to EX 603.

- Print **Worksheet in Portrait Orientation**, pg. EX 542
- Print **Macro's VBA Code**, pg. EX 548
- Print **Macro's VBA Code**, pg. EX 600
- Print **Digital Signature**, pg. EX 603

Read and complete **Project 7, In the Lab 1—Automating a Financing Worksheet**, pg. Ex 611 to Ex 614.

- Print the **Worksheet and VBA Code** step 11, pg. 613
- Print the **Worksheet** step 10, pg. 614

Assignment Six—EXCEL Project 8

Read and complete **Project 8, Formula Auditing, Data Validation, and Complex Problem Solving**, pg. EX 626 to EX 689.

On page EX 659, the color should be in column 5, row 1 (not column 4, row 1).

On page EX 688, you must click continue an additional time before you click the OK.

- Print **Worksheet without a Solution**, pg. 631
- Print **Solution for Order 1**, pg. 649
- Print **Solution for Order 2**, pg. 656
- Print **Answer Report for Order 1**, pg. 658
- Print **Answer Report for Order 2**, pg. 671
- Print **Scenario Summary**, pg. 679
- Print **Scenario PivotTable of Solution**, pg. 682

Read and Complete **Project 8, In the Lab 2, Finding the Optimal Production Mix**, pg. Ex 697 to Ex 698.

- Print **Mower Production Planning worksheet and the March Week 1 worksheet**, pg. 697
- Print **Mower Production Planning worksheet and the March Week 2 worksheet on step 8**, pg. 698
- Print **Scenario Summary Worksheet on step 9**, pg. 698

WEEK 4

Assignment 7—EXCEL Project 9

Read and complete **Project 9, Importing Data, Working with PivotCharts, PivotTables, and Trendlines**, pg. EX 706 to EX 770.

- Print Excel Table step 8, pg. 717**
- Print Access Table step 7, pg. 721**
- Print Web step 7, pg. 725**
- Print Excel Table step 6, pg. 732**
- Print Excel Table step 2, pg. 734**
- Print Excel Table step 3, pg. 745**
- Print PivotTable step 6, pg. 754**
- Print Workbook step 2, pg. 760**
- Print Trendline on Chart step 3, pg. 766**
- Print Worksheet step 3, pg. 769**

Read and complete **Project 9, In the Lab 1 Creating and Comparing Scenarios**, pg. EX 699 to EX 701.

- Print the Scenario Summary, pg. 700**
- Print the Scenario PivotTable report, pg. 700**

WEEK 5

FINAL

Read and complete **In the Lab 8-1**, Andrew County Public Library, pg. WD 634 to WD 635.

- Print form on step 15, pg. WD 635**
- Print completed template on step 16, pg. WD 635**

Read and complete **In the Lab 9-1**, Andrew County Public Library Modified, pg. WD 708.

- Print form on step 13, pg. WD 710**
- Print the completed form on step 14, pg. WD 710**

Read and complete **In the Lab 3**, Farmers Wholesale, pg. EX 782.

- Print Worksheet Database, pg. EX 782**
- Print Sales by Farm PivotTable and PivotChart, pg. EX 782**
- Print Dairy Sales by Month PivotTable and PivotChart, pg. EX 782**

Microsoft Certified Application Specialist

Your next classes will be designed for MCAS (Microsoft Certified Application Specialist) certification. These certifications will demonstrate to employers your advanced understanding of Microsoft Office 2007. Empire College is a certified testing site and will be administering the test to you in the certification preparation classes. Please use your Shelly Cashman Office 2007 books (Course One, Course Two, and Course Three) as a reference for certification preparation. Refer to **Appendix G** in your text on for more details.

Go to the scsite.com/off2007/cert to find more information on the certification.

CM310C Evening Schedule

Evening Schedule		
6-Week	3-Week	
Week 1	Week 1	Assignment 1 and 2
Week 2		Assignment 3 and 4
Week 3	Week 2	Assignment 5
Week 4		Assignment 6
Week 5	Week 3	Assignment 7
Week 6		Final

