

CLASS NUMBER AND NAME:	CM310C—POST-ADVANCED OFFICE: WORD AND EXCEL
TOTAL CLICK HOURS/UNITS:	25 HOURS/1 UNIT
PREREQUISITE:	Completion CM310A—Advanced Office: Word and Excel
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 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 features 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 may 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.

You will receive a grade for the work completed at the end of the module. 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 at the beginning of the syllabus. Incomplete classes will need to be completed on your own time and finished by the end of the extended mod.

The final grade will be the result of all work submitted (75 percent), and the project/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.

Microsoft Post-Advanced Word/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: CRSAB9K-450679

Course Name: CM310C Post-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: **CRSAB9K-450679**
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 5

Complete **Word Chapter 5** pages 1-36 from: www.pearsonhighered.com/exploring. The instructions for downloading are on page 4 of the syllabus. When you have completed the textbook exercises below, send the completed exercises to the grader using the instructions on page 13 of the syllabus.

- Hands on Exercise 1, **Desktop Publishing**, pages 8-12.
- Hands on Exercise 2, **Decorative Text and Drawing Tools**, pages 24-29.
- Hands on Exercise 3, **Object Linking and Embedding**, pages 34-36.

Complete Word Chapter 5 exercises using MyItLab at www.myitlab.com. The instructions are on pages 5-6 of the syllabus.

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

Complete Word Chapter 5 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 6

Complete **Word Chapter 6** pages 49-81 from: www.pearsonhighered.com/exploring. The instructions for downloading the files are on page 4 of the syllabus. When you have completed the textbook exercises below, send the completed exercises to the grader using the instructions on page 13 of the syllabus.

- Hands on Exercise 1, **Document Templates**, pages 55-59.
- Hands on Exercise 2, **Multiple Documents**, pages 68-75.
- Hands on Exercise 3, **Document Themes**, pages 78-61.

Complete Word Chapter 6 exercises using MyItLab at www.myitlab.com. The instructions are on pages 5-6 of the syllabus.

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

Complete Word Chapter 6 graded assignments. Instructions for using the grader are listed at the link below.

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

WEEK 2—ASSIGNMENT 3—Word Chapter 7

Complete **Word Chapter 7** pages 95-134 from: www.pearsonhighered.com/exploring. The instructions for downloading the files are on page 4 of the syllabus. When you have completed the textbook exercises below, send the completed exercises to the grader using the instructions on page 13 of the syllabus.

- Hands on Exercise 1, **Forms**, pages 101-108.
- Hands on Exercise 2, **Introduction to Macros**, pages 114-118.
- Hands on Exercise 3, **Document Protection and Authentication**, pages 127-134.

Complete Word Chapter 7 exercises using MyItLab at www.myitlab.com. The instructions are on pages 5-6 of the syllabus.

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

Complete Word Chapter 7 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 8

Complete **Word Chapter 8** pages 145-179 from: www.pearsonhighered.com/exploring. The instructions for downloading the files are on page 4 of the syllabus. When you have completed the textbook exercises below, send the completed exercises to the grader using the instructions on page 13 of the syllabus.

- Hands on Exercise 1, **Web Pages**, pages 156-163.
- Hands on Exercise 2, **eXtensible Markup Language (XML)**, pages 169-174.
- Hands on Exercise 3, **Blogs**, pages 177-179.

Complete Word Chapter 8 exercises using MyItLab at www.myitlab.com. The instructions are on pages 5-6 of the syllabus.

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

Complete Word Chapter 8 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 5

Complete **Excel Chapter 5** pages 191-232 from: www.pearsonhighered.com/exploring. The instructions for downloading the files are on page 4 of the syllabus. When you have completed the textbook exercises below, send the completed exercises to the grader using the instructions on page 13 of the syllabus.

- Hands on Exercise 1, **Outlines and Subtotals**, pages 196-200.
- Hands on Exercise 2, **PivotTable Basics**, pages 209-213.
- Hands on Exercise 3, **PivotTable Options**, pages 220-225.
- Hands on Exercise 4, **PivotTable Design and PivotCharts**, pages 230-232.

Complete Excel Chapter 5 exercises using MyItLab at www.myitlab.com. The instructions are on pages 5-6 of the syllabus.

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

Complete Excel Chapter 5 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 6

Complete **Excel Chapter 6** pages 245-276 from: www.pearsonhighered.com/exploring. The instructions for downloading the files are on page 4 of the syllabus. When you have completed the textbook exercises below, send the completed exercises to the grader using the instructions on page 13 of the syllabus.

- Hands on Exercise 1, **One- and Two-Variable Data Tables**, pages 252-255.
- Hands on Exercise 2, **Goal Seek and Scenario Manager**, pages 261-264.
- Hands on Exercise 3, **Solver**, pages 272-276.

Complete Excel Chapter 6 exercises using MyItLab at www.myitlab.com. The instructions are on pages 5-6 of the syllabus.

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

Complete Excel Chapter 5 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 7

Complete **Excel Chapter 7** pages 289-332 from: www.pearsonhighered.com/exploring. The instructions for downloading the files are on page 4 of the syllabus. When you have completed the textbook exercises below, send the completed exercises to the grader using the instructions on page 13 of the syllabus.

- Hands on Exercise 1, **Math and Statistical Functions**, pages 298-303.
- Hands on Exercise 2, **Logical and Lookup Functions**, pages 310-314.
- Hands on Exercise 3, **Database Filtering and Functions**, pages 320-323.

Complete Excel Chapter 7 exercises using MyItLab at www.myitlab.com. The instructions are on pages 5-6 of the syllabus.

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

Complete Excel Chapter 7 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)

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- Submit electronically: **Graded Assessment Assignment**

WEEK 4—ASSIGNMENT 8—Excel Chapter 8

Complete **Excel Chapter 8** pages 347-379 from: www.pearsonhighered.com/exploring. The instructions are on page 4 of the syllabus. When you have completed the textbook exercises below, send the completed exercises to the grader using the instructions on page 13 of the syllabus.

- Hands on Exercise 1, **Multiple Worksheets**, pages 356-360.
- Hands on Exercise 2, **3-D Formulas and Linked Workbooks**, pages 366-368.
- Hands on Exercise 3, **Formula Audits and Data Validation**, pages 376-379.

Complete Excel Chapter 8 exercises using MyItLab at www.myitlab.com. The instructions are on pages 5-6 of the syllabus.

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

Complete Excel Chapter 8 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)

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- Submit electronically: **Graded Assessment Assignment**

WEEK 4—ASSIGNMENT 9—Excel Chapter 9

Complete **Excel Chapter 9** pages 391-421 from: www.pearsonhighered.com/exploring. The instructions for downloading the files are on page 4 of the syllabus. When you have completed the textbook exercises below, send the completed exercises to the grader using the instructions on page 13 of the syllabus.

- Hands on Exercise 1, **External Data**, pages 403-407.
- Hands on Exercise 2, **Text Manipulation**, pages 412-414.
- Hands on Exercise 3, **XML**, pages 419-421.

Complete Excel Chapter 9 exercises using MyItLab at www.myitlab.com. The instructions are on pages 5-6 of the syllabus.

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

Complete Excel Chapter 9 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 10—Excel Chapter 10

Complete **Excel Chapter 10** pages 433-475 from: www.pearsonhighered.com/exploring. The instructions are on page 4 of the syllabus. When you have completed the textbook exercises below, send the completed exercises to the grader using the instructions on page 13 of the syllabus.

- Hands on Exercise 1, **Customization and Personalization**, pages 440-442.
- Hands on Exercise 2, **Collaboration**, pages 453-457.
- Hands on Exercise 3, **Workbook Information**, pages 464-467.
- Hands on Exercise 4, **Workbook Distribution**, pages 474-475.

Complete Excel Chapter 10 exercises using MyItLab at www.myitlab.com. The instructions are on pages 5-6 of the syllabus.

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

Complete Excel Chapter 10 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 11—Excel Chapter 11

Complete **Excel Chapter 11** pages 485-521 from: www.pearsonhighered.com/exploring. The instructions for downloading the files are on page 4 of the syllabus. When you have completed the textbook exercises below, send the completed exercises to the grader using the instructions on page 13 of the syllabus.

- Hands on Exercise 1, **Templates, Themes, and Styles** pages 492-495.
- Hands on Exercise 2, **Custom Templates and Workbook Protection**, pages 501-506.
- Hands on Exercise 3, **Macros**, pages 516-521.

Complete Excel Chapter 11 exercises using MyItLab at www.myitlab.com. The instructions are on pages 5-6 of the syllabus.

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

Complete Excel Chapter 11 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 12—Final

Complete the following assignments for your final using MyItLab at www.myitlab.com. The instructions are on pages 5-6 of the syllabus.

- Word Chapter 5**
- Word Chapter 6**
- Word Chapter 7**
- Word Chapter 8**
- Excel Chapter 5**
- Excel Chapter 6**
- Excel Chapter 7**
- Excel Chapter 8**
- Excel Chapter 9**
- Excel Chapter 10**
- Excel Chapter 11**

Please email the grader at CM310B@empirecollege.com when you have completed all of your assignments, final projects, and exams.

Submitting Documents for Grading by Email

Email address:	CM310C@empirecollege.com
Attach:	<p>Attach all documents for each assignment number to an email sent to CM310C@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>

CM310C Evening Schedule

Evening Schedule		
6-Week	3-Week	
Week 1	Week 1	Assignment 1 and 2 Word 5 and 6
Week 2		Assignment 3 and 4 Word 7 and 8
Week 3	Week 2	Assignment 5, 6, and 7 Excel 5, 6, and 7
Week 4		Assignment 8 and 9 Excel 8 and 9
Week 5	Week 3	Assignment 10 and 11 Excel 10 and 11
Week 6		Assignment 12 Final