

MS Office Apps

Oak Hills High School, Business & Technology, ½ credit



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Office Hours:	If you need additional help or time on a classroom computer, please let me know. Most days, I am available before or after school as needed.		
Department Social Media Accounts:	Follow us on your various social media accounts: Twitter: @ohhsbusandtech Instagram: OHHSBusandTech Facebook: Oak Hills Business & Technology Dept. ***Tag us and post using the hashtag #OHHSSkillsforSuccess for extra credit. ***		

Course Overview

In the MSOffice Applications course, students will become proficient with the most widely used productivity tool used in the business and professional worlds. Students will become more knowledgeable with MS Word, MS Excel, MS PowerPoint and MS Forms. Additionally, they will learn how and begin practice on their keyboarding skills. Skills learned in this course will help students complete the various Microsoft Office Specialist (MOS) certifications.

Course Objectives

By the end of the MS Office apps course students will demonstrate proficiency with:

- using MS Word word processing, to create printable documents for business and academics
- using MS Excel spreadsheet, to organize and analyze data, and create charts and graphs with that data
- using MS PowerPoint presentation software, to create compelling and informative slide show presentations
- using MS Forms form generation software, to create quick surveys and more detailed data collection tools
- practice keyboarding technique, accuracy and speed, to improve proficiency while using a standard keyboard



Course Outline

We will try to follow the schedule listed below. However, changes may be made due to class needs, overall progress, or unforeseen interruptions.

TOPIC	TOPICS & TASKS	TIMEFRAME
Set up and Class Procedures	Sign up for Google Classroom, MS Office 365	1 week
Word	purpose of a word processor, parts of the UI, maneuvering folders, tab stops, indentation, breaks, clip art, tables, spacing, shading, borders, bullets, templates, special characters, find & replace, clipboard, business letters	9 weeks
Keyboarding / Typing	touch typing, home row, typing technique, advantages of touch typing, careers benefitting from touch typing, improvement of efficiency and accuracy	9 weeks
Excel	purpose of a spreadsheet, parts of the UI, differing mouse pointer shapes, cell organization, labels vs. values, add or remove cells, columns or row, entering functions, design and edit for presenting, text to columns, worksheets, frozen panes, hidden rows and columns, filters, sorting, charts, custom formulas, cell references	9 weeks
PowerPoint	purpose of presentation software, parts of the UI, design themes, slides, layouts, objects, drawings, smart art, position, fill color, animations, transitions, slide master, flipping, grouping, 3D effects, action buttons	3 weeks
Forms	purpose of forms software, parts of the UI, different question types, compiling data collected	3 weeks
Exams		2 weeks

