

Microsoft Office
Mrs. McBride
smcbride@melrose.mec.edu

The year will be broken up into six parts.

Students will continue to practice keyboarding skills throughout the year as well as the following:

Microsoft Word 2010

- Students will be able to create, save and retrieve a word processing document.
- Students will be able to create a useful template in Microsoft Word.
- Students will be able to use spell check and the thesaurus.
- Students will learn the importance of proofreading a document.
- Students will be able to change margins and orientation of a word document before printing.
- Students will be able to format a document, set up columns, use a code to number pages in a document, create a header and footer, set tabs in a document, and use a code to insert the current date into a document.
- Students will be able to use the find and replace command.
- Students will be able to insert and format footnotes properly.
- Students will learn to use all menu item and tool bar items.
- Students will learn how to create return address labels as well as mailing labels.
- Students will learn how to program the computer to create simple macros.

Microsoft Excel 2010

- Students will learn the components of a spreadsheet and the benefits of using Excel as a spreadsheet program.
- Students will learn how to use formulas and functions to perform calculations.
- Students will learn how to use the sum, average, and round functions.
- Students will understand relative copying.
- Students will learn how to change the width of columns and rows.
- Students will learn how to format a spreadsheet.
- Students will learn more advanced features such as Max, Min and If functions.
- Students will learn how to use absolute and relative copying.
- Students will learn how to create charts of spreadsheet data.
- Students will learn how to sort information in a spreadsheet.
- Students will learn how to freeze selected rows and cells so they do not move up and down.
- Students will learn how to copy spreadsheet data into a word processor document.
- Students will be able to create a template in Microsoft Excel.

Access - Relational Database 2010

- Students will learn what a relational database is.
- Students will learn all parts of a relational database and learn how to plan and design a database.
- Students will learn how to create a database and to create and save forms.
- Students will learn how to enter records and to query a table.
- Students will learn how to rename, add and delete fields.
- Students will learn how to update a form and to add, update, and delete a record.
- Students will learn how to create a select query, define relationships between tables, and to sort query results.
- Students will learn how to create a report from a database.
- Students will learn how to integrate the word processor, spreadsheet and database.

PowerPoint 2010

- Students will learn how to create a professional presentation using Power Point.
- Students will learn how to edit, add and delete slides.
- Students will learn how to add pictures and clipart to a slide.
- Students will learn how to use slide transitions and build effects.
- Students will learn to use styles effectively in a Power Point presentation.
- Students will learn how to add a chart from an Excel spreadsheet to a slide.

Publisher

- Students will learn to create the following using Microsoft Publisher:
Flyers, newsletters, business cards, calendars and banners.

Students will be required to bring in a two pocket folder to be kept in class.

Attendance: All school policies will be observed in this classroom. Please refer to the student handbook for attendance and tardy policies.

Tips for Success

- Good attendance is essential.
- Bringing all materials to class each day will enable students to complete a majority of work in class where the instructor is available for assistance.
- Wasted time results in more homework.

Extra Help/make up/detention:

Tuesday/Thursday (if other days are necessary, please see me to arrange a time)

Assessment:

Class assignments:	30%
Tests/quizzes	30%
News Articles	20%
Class participation/lab grade	20%