



3. Create web pages in Microsoft Word with texts, graphics, and other objects.

4. Apply other advanced features available in Microsoft Word.

5. Apply advanced formats to worksheets and charts in Microsoft Excel.

6. Apply advanced formulas in worksheets.

C. Creating web pages in Microsoft Word containing texts, graphics, and other objects.

1. Importing graphics from the ClipArt and from File.
2. Editing the graphics.
3. Inserting text boxes into the document.
4. Applying different styles and formats to the text boxes.
5. Typing text into the text boxes.
6. Saving the file as a web page.
7. Viewing the file using a web browser.

D. Applying other Advanced Features in Microsoft Word.

1. Merging form documents, mailing labels, and envelopes.
2. Inserting and formatting columns and sections.
3. Working with and creating templates.
4. Working with and creating macros.
5. Customizing AutoCorrect.
6. Creating custom dictionaries.

E. Applying advanced format to worksheets and charts.

1. Applying predefined formats to worksheets.
2. Creating custom formats.
3. Using AutoFormat and Conditional formatting.
4. Using styles and data validation to dictate what values can be inserted into a worksheet.
5. Enhancing the appearance of charts.

F. Applying advanced formulas in worksheets.

1. Using IF and nested IF functions.
2. Using different versions of the COUNT function (e.g. COUNTA() and COUNTIF() ).
3. Using other mathematical, comparison, and logic functions available in Microsoft Excel.

7. Publish Excel worksheets.

G. Publishing Excel files for the Internet or Intranet.

1. Inserting graphics into the workbook.
2. Applying different styles and formats to worksheet values.
3. Creating charts.
4. Applying different styles and formats to charts.
5. Publishing the worksheet / workbook.
6. Deciding between static and interactive published files.
7. Saving the file as a web page.
8. Viewing the file using a web browser.

8. Apply other advanced features available in Microsoft Excel.

H. Applying other Advanced Features in Microsoft Excel.

1. Filtering and extracting data.
2. Working with analysis tools.
3. Working with and creating templates.
4. Working with and creating macros.
5. Integrating Excel with the other Microsoft Office applications.

9. Create advanced tables and queries in Microsoft Access.

I. Creating advanced table and query objects in Microsoft Access.

1. Creating and formatting tables.
  - a. Choosing an input mask.
  - b. Setting validation properties.
  - c. Creating lookup fields.
2. Creating and formatting queries.
  - a. Creating queries based on existing tables.
  - b. Setting criteria for queries.
  - c. Sorting and displaying fields.

10. Create advanced forms and reports in Microsoft Access.

J. Creating advanced form and report objects in Microsoft Access.

1. Creating and formatting forms.
  - a. Creating forms.
  - b. Creating subforms.
  - c. Creating and modifying forms in Design View.
2. Creating and formatting reports.
  - a. Creating reports.
  - b. Creating and modifying reports in Design View.
  - c. Adding charts to reports.
  - d. Using the Expression Builder feature to perform calculations.

11. Create macros and switchboards.

K. Creating macro and switchboard objects in Microsoft Access.

1. Creating a macro object to perform some command.
2. Creating switchboard object for navigation.

12. Apply other advanced features available in Microsoft Access.

L. Applying other advanced features in Microsoft Access.

1. Creating Data Access Pages.
2. Compacting databases.
3. Encrypting and decrypting databases.
4. Securing databases.

13. Create advanced presentations using Microsoft PowerPoint.

M. Creating advanced presentations using Microsoft PowerPoint.

1. Creating tables and charts.
2. Inserting visual and sound objects.
3. Modifying text and slide colors and applying other formatting properties.
4. Creating macros and inserting hyperlinks.
5. Creating animation and slide transitions.
6. Importing other Microsoft Office files into the presentation.

## VII. Equipment and Materials

- A. Student computers with Windows OS and Microsoft Office
- B. Projector
- C. Routine classroom materials
- D. 1 USB storage device (at least 1GB)—student-furnished

## VIII. Text

- A. Required Text:  
Cable, Sandra and Morrison, Connie. Microsoft Office 2010: Advanced.
- B. Supplementary References: handouts

## IX. Methods of Instruction

- A. Lecture
- B. Demonstration
- C. Hands on Experience
- D. Questions and Answers (Discussion)

**X. Method of Evaluation**

<b>A. Description</b>	<b>Points</b>
Exercises / Assignments	40%
Quizzes	10%
Chapter Tests	15%
Midterm Exam / Project	15%
Final Exam / Project	20%

**Total-----100%**

**B. Transmutation of percent to letter grade**

90-100-----	A
80-89-----	B
70-79-----	C
65-69-----	D
0-64-----	F

# TASK LISTING SHEET

IT 200 Intermediate PC Office Applications  
Course No. & Title

Credits: 2 1 48  
Lecture Lab Total Lab Hrs.

**Task** **Time**  
**SLO #2.....3 hours**

1. Open Microsoft Word.
2. Begin a new word processing document.
3. Insert a table in the document.
4. Insert text and numeric values into the table.
5. Insert mathematical formulas into the table.
6. Change the numeric values in the table.
7. Update the result of the mathematical formulas.
8. Save the document.
9. Close the document.
10. Close Microsoft Word.

**SLO #3 .....3 hours**

1. Start a new Microsoft document.
2. Insert graphics from the ClipArt library into the document.
3. Insert graphics from File into the document.
4. Insert WordArt objects into the document.
5. Draw different shapes in the document.
6. Apply fill color and other effects to the shapes.
7. Type text inside the shapes.
8. Insert text boxes in the document.
9. Type text in the text boxes.
10. Change text font.
11. Change text size.
12. Change text color.
13. Resize text boxes to fit the text.
14. Draw callout objects in the document.
15. Apply different effects and colors to the object.
16. Save the document as a web page.
17. View the saved file using a web browser.
18. Close the web browser.
19. Close Microsoft Word.

**SLO #4.....3 hours**

1. Open a blank Microsoft Word document.
2. Create mailing and envelope labels.
3. Type in address for the labels.
4. Save the document.
5. Print the document.
6. Open a blank Microsoft Word document.
7. Insert multiple columns in the document.
8. Type text into the columns.
9. Insert graphics into the columns.

10. Save the document.
11. Print the document.
12. Open a blank Microsoft Word document.
13. Save the document as a personal template.
14. Close Microsoft Word.
15. Identify what macros to record.
16. Determine the steps or commands the macro will execute.
17. Open a new Microsoft Word document.
18. Name the macro.
19. Save the macro into the personal template.
20. Indicate whether to use shortcut keys, toolbar, or menu to run the macro.
21. Start recording the macro.
22. Perform all the necessary commands for the macro.
23. Stop recording.
24. Assign the macro to a toolbar if necessary.
25. Test the macro.
26. Save the document and close / exit the application.

**SLO #5 & 6.....5 hours**

1. Open Microsoft Excel.
2. Type values and labels into the document.
3. Apply different styles and formats to the data.
4. Insert mathematical and logic/comparison formulas where necessary.
5. Insert conditional formatting and data validation rules if necessary.
6. Create a chart based on some range of cells within the document.
7. Choose the chart type.
8. Modify the series names for the legend.
9. Insert a chart title and name the x-axis and y-axis.
10. Choose the desired location for the chart and insert the chart.
11. Change background color for the chart.
12. Apply other styles and effects to the chart and its content.
13. Save the document.
14. Close / Exit the application.

**SLO #7.....5 hours**

1. Open Excel and begin a new workbook.
2. Type in values and labels into the workbook.
3. Apply any necessary styles and formats to the data.
4. Type in any required formulas into the workbook.
5. Insert any necessary objects into the workbook.
6. Save the file as a web page.
7. Indicate whether or not to publish the entire workbook.
8. Determine whether or not to make the published files interactive.
9. Insert a page title and save the file.
10. View the file using a web browser.
11. Close the web browser.
12. Close / Exit the application.

**SLO #8.....5 hours**

1. Open an existing Microsoft Excel workbook.

2. Filter and extract data in the workbook based on some criteria.
3. Save, print, and close the workbook.
4. Open a blank Microsoft Excel workbook.
5. Save the workbook as a personal template.
6. Close Microsoft Excel.
7. Identify what macros to record.
8. Determine the steps or commands the macro will execute.
9. Open a new Microsoft Excel workbook.
10. Name the macro.
11. Save the macro into the personal template.
12. Indicate whether to use shortcut keys, toolbar, or menu to run the macro.
13. Start recording the macro.
14. Perform all the necessary commands for the macro.
15. Stop recording.
16. Assign the macro to a toolbar if necessary.
17. Test the macro.
18. Save the workbook and close / exit the application.

**SLO #9.....5 hours**

1. Open Microsoft Access.
2. Create and save a new database with an appropriate file name.
3. Create a table object in the database.
4. Insert different fields into the table.
5. Identify the data type for each field.
6. Change the properties for each field if necessary.
7. Insert data into the table.
8. Save the table.
9. Create a query object based on the table.
10. Set criteria for the query.
11. Identify which fields to display when the query is run.
12. Save the query.

**SLO #10.....5 hours**

1. Create a form object based on the previously created table object.
2. Modify the form design in design view.
3. Rearrange the fields if necessary.
4. Change the control color, sizes, and location if necessary.
5. Save the form.
6. Create a report object based on the previously created table or query object.
7. Modify the report design in design view.
8. Rearrange the fields if necessary.
9. Change the control color, sizes, and location if necessary.
10. Save and print the report.

**SLO #11.....5 hours**

1. Write down macros necessary for the database.
2. Create a new macro object.

3. Identify the command to execute.
4. Save the macro.
5. Attach the macro to a control, if necessary, and test the macro.
6. Create a switchboard object.
7. Modify the switchboard appearance.
8. Modify the links on the switchboard.
9. Save the switchboard.
10. Test the links on the switchboard and make changes if necessary.

**SLO #12.....4 hours**

1. Create Data Access Page objects in the database.
2. Modify the appearance and design of the pages if necessary.
3. Open the pages using a web browser.
4. Test the pages and make changes if necessary.
5. Secure the database and assign an access password.
6. Compact the database to save computer space.
7. Encrypt the database for more security.

**SLO #13.....5 hours**

1. Open Microsoft PowerPoint.
2. Start a new presentation.
3. Insert text and graphics into the presentation.
4. Import an Excel table and chart into the presentation.
5. Import other Microsoft Office application objects into the presentation.
6. Change slide background color.
7. Apply slide transition effect to the presentation.
8. Insert animation and sound effects into the presentation.
9. Save the presentation.
10. Test the slideshow and make changes if necessary.
11. Close / Exit PowerPoint.

TOTAL.....**48 hours**

**Palau Community College**  
**IT 200-Intermediate PC Office Applications**  
**Course Learning Outcomes**

During the course experience, the **Course Learning Outcomes** (CLOs) will be assessed through the use of signature assignments. A rating scale will be used to determine the students' proficiency level of each CLO using specifically aligned assignments. The numerical ratings of 4, 3, 2 and 1 are not intended to represent the traditional school grading system of A, B, C, D and F. The descriptions associated with each of the numbers focus on the level of student performance for each of the course learning outcomes listed below.

**Rating Scale:** 4-----Exceeds Expectations  
 3-----Meets Expectations  
 2-----Developing  
 1-----Below Expectations

CLO #1:

Numerical Value	Plan and develop elaborate documents utilizing built-in and custom advanced features of Microsoft Word.
4	Perform all of the following tasks accurately and completely: <ul style="list-style-type: none"> <li>• Create and format table objects and develop formulas to calculate values in the tables.</li> <li>• Create and format chart objects.</li> <li>• Create mailing and envelope labels by utilizing the mail merge feature.</li> <li>• Plan, record, edit, and run macros to perform various tasks.</li> <li>• Plan, create, and publish a framed website.</li> </ul>
3	Perform the tasks mentioned above with mixed quality, but most are adequate and complete.
2	Perform the tasks mentioned above with mixed quality, but most are inadequate or incomplete.
1	Perform the tasks mentioned above inaccurately or incompletely.

CLO #2:

Numerical Value	Plan and develop elaborate spreadsheets utilizing built-in and custom advanced functions and features of Microsoft Excel.
4	Perform all of the following tasks accurately and completely: <ul style="list-style-type: none"> <li>• Create complex formulas using built-in arithmetic, statistical, logical, and data validation functions incorporating both absolute and relative cell references as well as data consolidation.</li> <li>• Plan, develop, and integrate custom functions in to spreadsheet formulas.</li> <li>• Plan, record, edit, and run macros to perform various tasks.</li> <li>• Define lists (database) and utilize database features such as filters to sort information.</li> <li>• Plan, create, and publish interactive Excel files to be used on the Intranet or Internet.</li> </ul>
3	Perform the tasks mentioned above with mixed quality, but most are adequate and complete.
2	Perform the tasks mentioned above with mixed quality, but most are inadequate or incomplete.
1	Perform the tasks mentioned above inaccurately or incompletely.

CLO #3:

Numerical Value	Plan, design, and develop relational databases using Microsoft Access that maximizes flexibility and minimizes redundancy.
4	Outline and diagram databases with acceptable field names and data types, establish primary key(s), set essential field properties, import existing data in to table objects, and create relationships between tables that enforces referential integrity.
3	Outline and diagram databases with acceptable field names and data types, establish primary key(s), set essential field properties, import existing data in to table objects, but unable to create relationships between tables that enforces referential integrity.
2	Outline and diagram databases with acceptable field names and data types, establish primary key(s), set essential field properties, but unable to import existing data in to table objects, and create relationships between tables that enforces referential integrity
1	Unable to plan, design, and develop a relational database.

## CLO #4:

Numerical Value	Plan, design, and generate Microsoft Access query objects that create new table objects or selects, deletes, or inserts new records.
4	Perform all of the following tasks accurately and completely: <ul style="list-style-type: none"> <li>• Plan, design, and create select queries containing fields from multiple sources that are sorted with correctly defined calculated fields and syntactically correct criteria.</li> <li>• Plan, design, and create parameter queries containing fields from multiple sources that are sorted with syntactically correct parameter/criteria.</li> <li>• Plan, design, and create query objects containing fields from multiple sources that are sorted with syntactically correct AND/OR criteria.</li> <li>• Plan, design, and create other action queries containing fields from multiple sources that are sorted with syntactically correct criteria.</li> </ul>
3	Perform the tasks mentioned above with mixed quality, but most are adequate and complete.
2	Perform the tasks mentioned above with mixed quality, but most are inadequate or incomplete.
1	Perform the tasks mentioned above inaccurately or incompletely.

## CLO #5:

Numerical Value	Plan, design, and generate other database objects utilizing advanced features and functions of Microsoft Access.
4	Perform all of the following tasks accurately and completely: <ul style="list-style-type: none"> <li>• Plan, design, and develop form objects</li> <li>• Plan, design, and develop report objects.</li> <li>• Plan, design, and develop switchboards.</li> <li>• Plan and record macros.</li> <li>• Plan, design, and develop data access pages.</li> </ul>
3	Perform the tasks mentioned above with mixed quality, but most are adequate and complete.
2	Perform the tasks mentioned above with mixed quality, but most are inadequate or incomplete.
1	Perform the tasks mentioned above inaccurately or incompletely.