

# **F2011 Windows 7, Office Fundamentals, and Word Syllabus**

## **Introduction to Software Applications CSA K105-T12 and T23**

**Instructor:** Prof Ronald Leask

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**Students must send me an e-mail if they cannot attend class**

### **TEXTBOOK**

**TEXT:** Microsoft **OFFICE 2010 VOLUME I-**, Robert Grauer, Poatsy, Mulbery, Hulett. Krebs, and Mast (Includes a myitlab license, and an e-book **OF TEXT. DOES NOT INCLUDE DATA FILES FOR THIS COURSE**) PEARSON: PRENTICE HALL INC, ISBN: 0-13-978-1-256-11924-1 and ISBN-10-1-256-11924-5. COST \$141.75

Students will also need a FLASH DRIVE of at least 2Gbytes to hold data and completed Practice, Mid-level and Capstone exercise files, for WORD, EXCEL, POWERPOINT, and ACCESS and any other student generated course material –Cost ~\$12.00 -\$20.00. If Flash Drive is *lost*, check with *security at Main Entrance*.

***Students will also need access to or own a copy of Office Professional 2010 to do work at home and do hands on exercises.***

### **COURSE OBJECTIVES**

Students will review Windows 7, Internet Explorer and gain a working knowledge of Microsoft Office 2010 Applications; WORD, EXCEL, POWERPOINT, and ACCESS. Students will learn how to plan, design generate, and modify Microsoft Office 2010 Applications. OBJECTIVES for each assigned chapter are included at the beginning of the chapter.

### **COURSE MATERIAL**

Students can access *student data files* for this course at <http://www.prenhall.com/grauer>. At this site, select Exploring Microsoft Office 2010 Volume 1, then “Student Resources,” then to “Student Data Files. “Click” to download all Student Data Files for Exploring Office 2010 Volume 1, Windows 7, Office Fundamentals, Word, Chapters 1-4, Excel Chapters 1-4, PowerPoint Chapters 1-4, and Access, Chapters 1-4. CHECK TO MAKE SURE YOU ARE DOWNLOADING THE CORRECT FILES.

### **GRADING**

In-class exams will be given after completion of each major topic of, WORD, EXCEL, POWERPOINT, and ACCESS. There will be no in class FINAL. Each exam will cover material in “White,” pages, “Yellow” pages, “Practice ”and “Mid-level” Exercises at end of each chapter. Review “Multiple Choice” at end of each chapter. All assigned homework, Practice Exercises, Mid Level Exercises, Capstone Exercises and Mini Cases Exercises will be ***graded with a point value from 1-10.***

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**Expect all assigned homework to be handed in on time.**

*All assigned homework will count 70% of your grade and require a cover page showing your name, page number in text, and title of assignment... In class exams will count 30% of your grade. Expect students to do most of homework in-class. Two bonus points will be added for each yellow page exercise. Hand-in all at once for each chapter.*

**Syllabus is subject to change based on new or updated information**

DRAFT

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**Introduction to Software Applications**  
**(Weekly Assignments)**

**If not familiar with WINDOWS 7, Read - Getting Started with Windows 7-**

Read White pages 1-50

Do in-class Yellow pages, Hands-On Exercises

**Homework**

**Exercise 1**, Log into your computer on the STARS network, using Banner ID, (Student ID) w/o an @ as your name, and your Pass Word, if you have one, or else, if this is the first time you logged on to a TRCC computer, use first three letters of your birth month, with first letter capitalized, followed by an "&" and the last four digits of your social security number.

If your social security number is 123-45-6789, and if your birth month is September your password should look like the following.

**Sep&6789**

**Exercise 2**; create a folder for every class you are taking during the fall 2011 term, Create the top folder, "**Fall 2011 Classes**". Label each class folder with the class name and put into higher level folder **Fall 2011 Classes**". Put your name, Date and Class, in Header of a Blank Word page. Use "**PrintScrn**" to print a copy of the desktop with all folders showing and paste it in WORD and hand-in. PrintScrn captures the whole desktop, **Alt + PrintScrn** captures the "active" portion of your desk top. Once the screen is copied, you must paste the image onto WORD and hand in with your name and date on it.

**Exercise 3**, Using Internet Explorer,  
Create a folder on your desktop and label it "F2011-Office 2010 Vol I." Go to the Internet, (i.e. **<http://www.prenhall.com/grauer>**) and find all the student files for this class. Find the text Office 2010 Volume I, Make sure you select the correct text. Download all files for your text. Download Window 7, Office Fundamentals, Word, Excel, PowerPoint, Access, files.. All files downloaded are compressed and must be expanded. Store all uncompressed files on a flash drive. Use "**PrintScr**" and Word to print a copy of the desktop showing your flash memory stick. Hand in

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**Course Materials:**

**Text, Office 2010 Vol I**

**Downloaded student data files**

**Copy of Office Professional 2010**

**2-4 GB flashdrive to store all student homework that is submitted**

**All home work should contain information in cover sheet**

**Myitlab, will be use in this class? Must be set up**

**Exam in about 4 or 5 weeks**

**In-class exam on week of 9/23/11 or 9/30/11**

**Exam similar to Multiple Choice questions at end of the chapters**

**Assignments for**

**PowerPoint, Excel and Access**

**Will be provided at completion of previous topic**

**Students should keep**

**A Notebook of**

**All assignments (Submitted and Graded)**

**Today: Complete Exercises 1, 2, 3**

**Exercise 1, Log on to your computer**

**Exercise 2, Create folders for each Fall 2011 Class**

**Exercise 3, Download student data files from Internet and store  
on your flash drive, <http://www.prenhall.com/grauer>**

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Last Name, First Name: \_\_\_\_\_

Homework Title: \_\_\_\_\_

Page Number \_\_\_\_\_

Day/Date: \_\_\_\_\_

Cover Sheet  
**REQUIRED**  
For All Homework  
You Hand-In

All lessons for a  
Section must be handed-in  
In the same order as text  
Staple Upper Left Corner

**NO HOMEWORK  
CAN BE MORE THEN  
TWO WEEKS LATE**

**This is a Sample of Information Required**

**Office Fundamentals: Using Word, Excel, Access, and PowerPoint**

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## **Introduction to Software Applications CSA K105-T12 and T23**

**Read Preface pages XXII – XXIV**

**Windows 7, Chapter 1, Getting Started with Windows 7: An Introduction to the Operating System**

Read White pages, 1-15, 23-30, 34-39

Do Yellow pages Hands-On Exercises (3)

Review KEY TERMS and Do MULTIPLE CHOICE p43-44

**Office Fundamentals, Chapter1, Office Fundamentals and File Management:**

Taking the First Step

Read White pages, 51-59, 64-70, 76-80, 84-91, 97-103

Do Yellow page Hands-On Exercises (5)

Homework,

Practice Exercise, 1 Editing a Menu (f01p1menu), p111

Practice Exercise, 3 Planning Ahead (f01p3lawn), p113

Mid-Level Exercise, 1 Reference Letter (f01m1letter), p114

Review KEY TERMS and Do MULTIPLE CHOICE p109-110

**Chapter 1 Word, Introduction to Word: Organizing a Document**

Read White pages, 117-125, 131-138, 144-150

Do Yellow page Hands-On Exercises (3)

Homework

Practice Exercise, 1 Executive Assistant Train Tools (w01p1shortcuts), p157

Practice Exercise 2 Aztec Computers (w01p2virus document), p158

Mid-Level Exercise, 2 Career Considerations (w01m2career), p160

Review KEY TERMS and Do MULTIPLE CHOICE p155-156

**Chapter 2 Word, Document Presentation: Editing and Formatting**

Read White pages, 163-168, 172-181, 187-191, 197-201

Do Yellow page Hands-On Exercises (4)

Homework,

Practice Exercise, 1 Engler, Guccione, & Partners (w02p1engler), p209

Practice Exercise, 2 Queen City Medical Equipment (w02p2memo), p210

Mid-Level Exercise, 1 Technology Training Conference (w02m2conference)  
p213

Review KEY TERMS and Do MULTIPLE CHOICE p207-208

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**Chapter 3 Word, Collaboration and Research:** Communicating Easily and Producing Professional Papers

Read White pages, 217-223, 229-233, 237-244

Do Yellow page hands-on exercises (3)

Homework

Practice Exercise, 1 Odom Law Firm (w03p1case), p254

Practice Exercise, 2 The Great Depression (w03p2gd), p255

Mid-Level Exercise, 2 Tips for Healthy Living (w03m2healthy), p257

Review KEY TERMS and Do MULTIPLE CHOICE p252-253

**Chapter 4 Word, Document Productivity:** Working with Tables and Mail Merge

Read White pages, 261-266, 273-275, Will not cover Mail Merge, P251-290

Do Yellow page Hands-On Exercises (3)

Homework

Practice Exercise, 2 Marti Appraisal Company (w04p2invoice), p302

Mid-Level Exercise, 2 Building Materials (wo4m2construction) p305

Review KEY TERMS and Do MULTIPLE CHOICE p299-300