MICROSOFT OFFICE SPECIALIST
EXCEL/POWERPOINT STUDY PREP
Course Syllabus

Course Number: BMA-0226
OCAS Code: 9228
Course Length: 120 Hours
Career Cluster: Business, Management & Administration
Career Pathway: Administrative & Information Support
Career Major(s): Project Administrative Assistant
Pre-requisite(s): None

Course Description: Designed to be primarily self-paced and self-directed, this course guides the learner through exercises and practice sets that will develop an understanding of and skills in utilizing the Microsoft Office suite components of Excel (spread sheet creation and utilization) and Powerpoint (presentation development) while preparing the learner to successfully complete the Microsoft Office Specialist Certification Exam PowerPoint 2007, Exam 77-603 and the MCAS: Microsoft Office Excel 2007, Exam 77-602


Course Objectives:

A. Excel: Creating and Manipulating Data

1. Insert data by using AutoFill
2. Insert data by Filling Series
3. Copy Data
4. Ensure data integrity
5. Make Data Entry Restrictions
6. Work with Input and Error Messages
7. Work with Duplicate Rows
8. Modify cell contents and formats
9. Change worksheet views
10. Change Views
11. Use the Zoom Level
12. Change Program Window Area
13. Freeze and Split Worksheet Views
14. Work Through Multiple Windows
15. Manage worksheets
16. Hide and Display Worksheets
17. Move and Copy Worksheets
B. Formatting Data and Content

1. Format worksheets
2. Add Themes to Data and Content
3. Insert Gridlines and Headings to Contents and Data
4. Add Worksheet Tabs
5. Apply Worksheet Background
6. Insert and modify rows and columns
7. Insert and Delete Rows and Columns
8. Format Rows and Columns
9. Hide Rows and Columns
10. Change Height and Width
11. Format cells and cell content
12. Use Built-In Number Formats
13. Add Custom Formats
14. Insert Hyperlinks
15. Merge Cells
16. Format Cells and Cell Contents
17. Apply Cell Styles
18. Format data as a table
19. Format Data Tables
20. Apply Table Styles
21. Add Total Rows

C. Creating and Modifying Formulas

1. Reference data in formulas
2. Work with Cell References
3. Relatively reference the contents of a cell
4. Absolutely reference the contents of a cell
5. Absolutely reference a column or a row
6. Locate and Select Cell Ranges
7. Reference the contents of a range of cells
8. Prepare Worksheet References
9. Reference a cell on a different worksheet in the same workbook
10. Reference a cell in another workbook in the same folder
11. Create Named Ranges
12. Define a selected cell or arrange of cells as a named range
13. Change the name of, or redefine the cells in a named range
14. Delete a named range definition
15. Summarize data by using a formula
16. Add values in a cell range
17. Count cells containing values
18. Count empty cells
19. Average values in a data range
20. Return the lowest value in a data range
21. Return the highest value in a data range
22. Summarize data by using subtotals
23. Create subtotals within a data range
24. Conditionally summarize data by using a formula
25. Add values to meet a specific condition
26. Add um values that meet multiple conditions
27. Count all instances to a specific value
28. Count all instances of values that meet multiple conditions
29. Average values that meet a specific condition
30. Average values that meet multiple conditions
31. Look up data by using a formula
32. Use H-Lookup or V-Lookup in a formula
33. Use conditional logic in a formula
34. Use the following conditional logic in a formula
   IF()
   AND() ♠
   OR() ♠
   NOT() ♠
   IFERROR() ♠
35. Format or modify text by using formulas
36. Return a text value in a specific case
37. Convert one column of space-delimited text to multiple columns
38. Display and print formulas
39. Display formulas rather than their values
40. Print formulas

D. Presenting Data Visually
1. Create and format charts
2. Create Plotting Charts
3. Create Layouts and Styles
4. Modify charts
5. Move and Size Charts
6. Edit Data Charts
7. Create Chart Elements
8. Apply conditional formatting
9. Insert and modify illustrations
10. Insert Pictures
11. Insert SmartArt Diagrams
12. Insert Shapes
13. Outline data
14. Sort and filter data
15. Sort Data
16. Filter Data

E. Collaborating on and Securing Data
1. Manage changes to workbooks
2. Track the Changes made to a Worksheet
3. Work with Comments
4. Protect and share workbooks
5. Insert Passwords
6. Add Workbook Protection
7. Add Worksheet Protection
8. Share a Workbook
9. Prepare workbooks for distribution
10. Manipulate workbook Properties
11. Use Document Inspector
12. Add Permissions
13. Add Digital Signatures
14. Finalize you Workbook
15. Save workbooks
16. Save File Formats
17. Use Compatibility Checker
18. Set print options for printing data, worksheets, and workbooks
19. Print Areas of your Data, Worksheets, and Workbooks
20. Use Page Breaks
21. Add a Worksheet Layout
22. Insert the Header and Footers to your Worksheet

F. PowerPoint:
Creating and Formatting Presentations

1. Create new presentations
2. Begin a Blank Presentations
3. Open different Templates
4. Create and use Outlines
5. Customize slide masters
6. Create Slide Masters
7. Use Different Themes
8. Use Different Backgrounds
9. Add elements to slide masters
10. Insert Layouts
11. Add Content Placeholders
12. Add Custom Elements
13. Create and change presentation elements
14. Change Slide Orientation and Size
15. Add Transitions
16. Arrange slides
17. Add and Delete Slides
18. Rearrange the Order of the Slides

G. Creating and Formatting Slide Content

1. Insert and format text boxes
2. Add Text Boxes
3. Change the Size and Position of a Text Box
4. Add and Change the Shape Formatting
5. Change Text Layout
6. Manipulate text
7. Use Basic Editing
8. Add Different Bullets and Numbered Lists
9. Conduct Basic Formatting
10. Add WordArt
11. Add and link existing content to presentations
12. Insert Ready-Made Slides
13. Insert Sounds
14. Insert Movies
15. Add Other Types of Files
16. Add Links to Presentations
17. Apply, customize, modify, and remove animations
18. Insert Built-In Animations
19. Create Custom Animations

H. Working with Visual Content
1. Create Smart Art diagrams
2. Create Independent Diagrams
3. Create Diagrams for Bulleted Lists
4. Modify Smart Art diagrams
5. Make Design Changes
6. Make Different Shape Changes
7. Insert illustrations and shapes
8. Insert Pictures
9. Insert Clip Art
10. Add Shapes
11. Modify illustrations
12. Make Picture and Clip Art Formatting
13. Change Shape Formatting
14. Arrange illustrations and other content
15. Change Size and Position
16. Arrange the Stacking Order of a Content
17. Group illustrations, etc.
18. Change alignment of illustrations, etc.
19. Insert and modify charts
20. Work with Basic Charts
21. Change Chart Elements
22. Add Chart Formatting
23. Insert and modify tables
24. Insert Basic Tables
25. Edit and Format a Table

Collaborating on and Delivering Presentations
1. Review presentations
2. Make Comments
3. Review comments
4. Discuss Comment Management
5. Protect presentations
6. Make a Digital Signature
7. Add a Password to your Presentation
8. Secure and share presentations.
9. Use Document Inspector
10. Set Permissions
11. Compress presentations
12. Make your Finalization
13. Set File Formats
15. Make Handouts and Notes
16. Print Handouts and Notes
17. Prepare for and rehearse presentation delivery.
18. Prepare Slide Subsets
19. Practice Rehearsals
20. Set up Delivery Preparation
Teaching Methods: The class will primarily be taught by the lecture and demonstration method and supported by various media materials to address various learning styles. There will be question and answer sessions over material covered in lecture and media presentations. Supervised lab time is provided for students to complete required projects.

Grading Procedures: 1. Students are graded on theory and shop practice and performance.
2. Each course must be passed with seventy percent (70%) or better.
3. Grading scale: A=90-100%, B=80-89%, C=70-79%, D=60-69%, F=50-59%.

Available Certifications/College Credit: The student may be eligible to take state, national or industry exam after completion of the program. College credit may be issued from Oklahoma State University-Okmulgee or Tulsa Community College. See program counselor for additional information.

Description of Classroom, Laboratories, and Equipment: Tulsa Technology Center campuses are owned and operated by Tulsa Technology Center School District No. 18. All programs provide students the opportunity to work with professionally certified instructors in modern, well-equipped facilities.

College Credit Eligibility: The student must maintain a grade point average of 2.0 or better.