



103-159 Computer Literacy - Microsoft Office

Course Information

Description Develops basic computer skills in internet communication. Windows, word processing with **MS Word**, spreadsheets with **MS Excel** and presentations with **MS PowerPoint**. This exam cultivates skills for college and work. Students must be comfortable using a computer. Students not familiar with a computer should enroll in Microsoft Windows. Keyboarding skills recommended.

A copy of the text book will be available for reference during the test. The competencies and learning objectives contained within this document are what would be covered in the class and serves as a study guide for the exam. Please review this document carefully, any or all of the learning objectives may be part of the exam.

To pass this exam a 75% is required on each section (Word, Excel, PowerPoint)

3 hours will be allowed to complete the exam

Exam must be finished in one session

Textbook used in the class – not a required purchase for the exam. A copy of the textbook will be provided for reference during the exam.

Skills for Success with Microsoft Office 2016, Volume 1, Chaney, Hawkins, Hain, Murre Wolf. Pearson, 2016. ISBN-13: 978-0-13-432078-6.

Course Competencies

1 Navigate a computer network.

Learning Objectives

Explore a Windows-based network, locating drives, folders and files.
Create folders in a specified location.
Name folders in a specified location.
Save files to specified location.
Identify the purpose of file names.
Change file names.

2 Create word-processed documents.

Learning Objectives

Create, format and save a new Word document.
Use the Mini Toolbar and Ribbon.
Use a template.
Use the Office Clipboard to cut, copy and paste text.
Find and replace specific text.
Add hyperlinks.
Format fonts and text, changing line spacing, font size, style, color, etc.
Add bullets and numbering.
Insert, edit and enhance tables and graphics.
Add References - footnotes, endnotes, citations and bibliographies.
Insert headers, footers and page numbers.
Adjust document properties, margins, tab stops and page/column breaks.
Work with Office Online (web apps).
Explore alternate word processing software.

3 Create professionally formatted worksheets and workbooks.

Learning Objectives

Develop an understanding of workbooks, worksheets and formulas.
Start a new workbook.
Enter data and information into cells.
Create a simple formula.
Use Functions (COUNT, COUNTA, AVERAGE, etc.) Understand
Relative and Absolute References.
Copy and move cell entries.
Round Values with Functions.
Format Values.
Format cell styles.
Change font style, size, attributes and alignment.
Adjust column width.
Insert and delete columns and rows.
Apply colors, patterns and borders.
Use Conditional Formatting.
Name and move worksheets.
Create charts.
Format, move, resize and modify a chart.
Add Sparklines to worksheets.

4 Create quality presentations.

Learning Objectives

Plan an effective and professional presentation.

Add, format, and edit slides and content.

Apply Character Spacing.

Apply and customize a slide Design Theme and Variant.

Use Smart Art.

Insert, modify, duplicate, group and resize Shapes.

Add headers and footers to Notes and handouts.

Import text from MS Word.

Insert graphic elements including: shapes, custom shapes, text boxes, tables, charts, online images and pictures.

Adjust graphic elements.

Set Slide Transitions, Timings and Animations.

Create a Design Template.