

COURSE OUTLINE

CMSY-177

Microsoft Office User Proficient

3 Semester Hours

HOWARD COMMUNITY COLLEGE

Description

This course provides students skills in Microsoft Office products at the intermediate level. Students will master the skills tested at the proficient level on the Microsoft Office User Specialist exams for Word and Excel. Sharing data between applications (including PowerPoint and Access) will be covered. Prerequisite: CMSY-110 or both CMSY-101 and CMSY-102. (2 hours lecture, 2 hours lab)

Overall Course Objectives

Upon successful completion of this course, the student will be able to:

1. Use paragraph formatting, text alignment, and tab setting options.
2. Customize page numbers, headers and footers, and sections.
3. Use styles, templates, proofing tools, and draw.
4. Edit text with search and replace, go to, AutoCorrect, and AutoText.
5. Generate outlines, tables, and columns.
6. Create documents for use on the Internet or an Intranet.
7. Print documents and envelopes.
8. Create, save and modify workbooks.
9. Format and print workbooks.
10. Create and apply ranges.
11. Use functions, Draw, and Chart.
12. Save spreadsheets as HTML.
13. Share data between documents and applications including linking and embedding.
14. Use documentation (Web based and print) to learn additional functions and features of productivity software.