Microsoft Office 2013: Building a Foundation with Office 2013

Course Syllabus

Instructor: Alfred Miller (alfredmiller@berkeley.net)

Class website: amillerbasclasses.weebly.com

Course Description
Building a Foundation with Microsoft Office 2013 teaches basic skills with Microsoft’s popular Office 2013 suite of applications. You will learn the basic features and functions of Internet Explorer, Outlook, Word, Excel, PowerPoint, and Access. You will also learn about computer concepts, the new Windows 8 operating system, and Internet skills.

Class Meetings
We will have class meetings from 11/3/2015 to 1/22/2016. The class meets from 9:30 AM to 12:30 PM, in room 113. Holidays will be announced.

Course Objectives
By the end of this course, you will be able to:

- Log on and off from Windows
- Open/Save files from a network.
- Format a professional business letter (Word)
- Review a document with proofreading tools (Word)
- Use lists tabs, and line spacing in report formats (Word)
- Insert a table in a document (Word)
- Conduct a mail merge (Word)
- Discuss how Excel helps productivity (Excel)
- Clear cell contents, including formatting (Excel)
- Modify and copy formulas (Excel)
- Control text to align and fit within cells (Excel)
- Modify column width and row height (Excel)
- Create, modify, format, and print charts (Excel)
- Apply a document theme (PowerPoint)
- Create a presentation from a Word outline (PowerPoint)
- Add transition effects (PowerPoint) and more!

Course Text
Title: Building a Foundation with Microsoft Office 2013
By: Fehl, Murphy, Stolins, Weinstein, Winters, Manchester
Publisher: Labyrinth Learning
Price: $95.00 It can purchased it at www.lablearning.com

Work Standards
- Please arrive on time for each class meeting. The second class meeting will begin with a review of topics covered during the first day.
- I plan to do direct instruction on a common lesson for approximately 2 hours from 9:30 am – 11:30 am. Individual lesson time follows.
- The class is considered a self-study type course where a student may study any of the Microsoft Office Applications. If the instructor is teaching an application that you are not working on, you may continue on individual lessons (asking questions as needed), or join the lecture.
- Please notify me if you must leave early for any class session.
- Follow the ground rules of the course.

Ground Rules
- Two-minute Rule: When you work at the computer, don’t struggle with a task that is not working for more than two minutes before asking for help.
- NDQ Rule: There are no dumb questions in our classroom. All questions are welcome.
- Interruption Rule: Interruptions are welcome. Feel free to raise your hand to ask a question at any time.
- No cell phones: Please keep your phone on silent and answer cell phone calls in the hallway.
- Food and Drinks: Please refrain from eating and drinking near the computers.
- Side-Conversations: Please minimize side conversations that do not directly discuss the topic. I encourage student mentoring and assistance but try to whisper.

Evaluation
Your performance in this course is evaluated on your performance through attendance, feedback oral questions, completion of Reinforce Your Skills and Apply Your Skills exercises.

Contact Information
You can send me email at alfredmiller@berkeley.net if you are going to miss class, have questions, or want to offer feedback regarding the course.