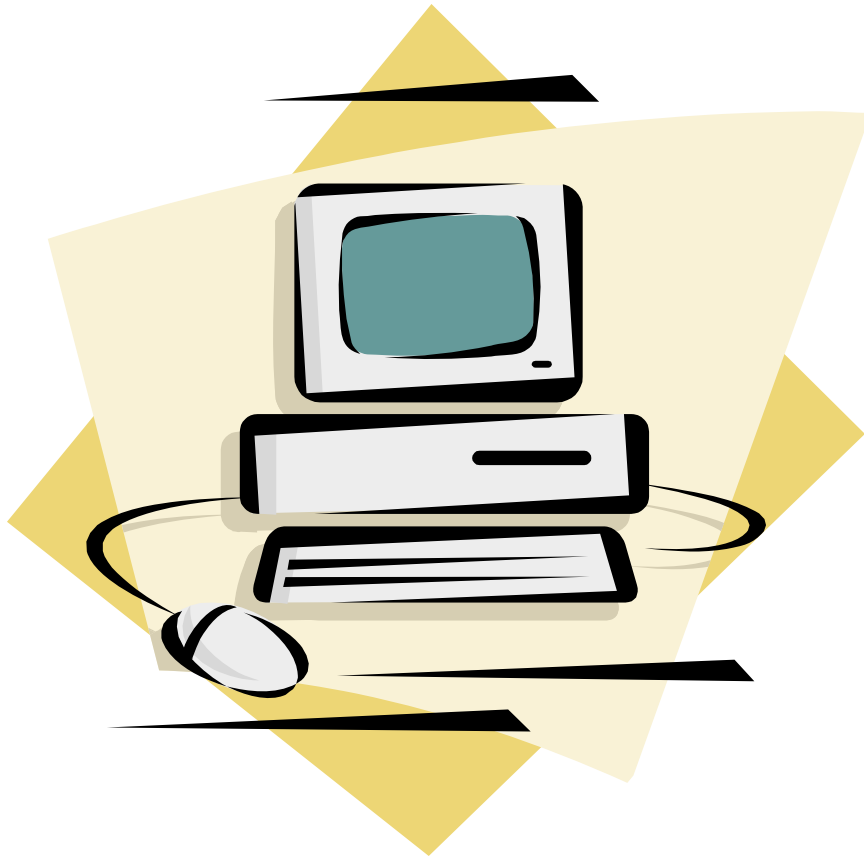


Microsoft Office 2000



Susan H. Carper
Old Dominion University
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CURRICULUM FOUNDATIONS

DEFINITION OF MICROSOFT OFFICE

Microsoft Office is a software suite that includes several productivity applications. Microsoft Office can include applications such as Word, Excel, Access, PowerPoint, FrontPage, Outlook, Publisher, and Internet Explorer among others. This curriculum focuses on the four most commonly used Microsoft Office applications, Word, Excel, Access, and PowerPoint.

Knowledge of the basic skills of Microsoft Office will prepare students to stand out in the workplace. Microsoft Office allows the user to work more efficiently, communicate better, and improve the appearance of documents created.

RATIONALE FOR STUDYING MICROSOFT OFFICE

Microsoft Office 2000 is a collection of the most popular, widely-used office productivity software on the market¹. Work environments, educational institutions, and home systems are usually equipped with this software. In today's society, basic computer skills are necessary to one's success in the working world. Computer applications are used in professions ranging from CEO of a company to running a cash register in a grocery store. Microsoft Office allows users to do simple tasks such as typing a letter in Word or complex tasks like creating an accounts payable database in Access. On an individual level, Microsoft Office is beneficial as well. A person can keep track of finances with Excel or Access, create an address database for Christmas cards, or combine the functions of Access and Word to create address labels for the Christmas cards.

In Virginia's K-12 general education, Standard C/T 12.2 of the Standards of Learning for computer/technology include four tasks students should know including²:

- Use advanced features of word processing, desktop publishing, graphics programs, and utilities in learning activities.
- Use spreadsheets for analyzing, organizing, and displaying numeric data graphically.
- Design and manipulate databases and generate customized reports.
- Use features of applications that integrate word processing, database, spreadsheet, telecommunication, and graphics.

Microsoft Office easily fits within the Standards of Learning with its inclusion of Word, Excel, Access, and PowerPoint.

¹ Shelly, G. et.al. Microsoft Office 2000 Brief Concepts and Techniques. An Introduction to Windows 98 and Office 2000. 2000 Cambridge: Course Technology. Pp INT 1.59-1.66

² Computer/Technology Standards by the End of Grade Twelve.

<http://www.pen.k12.va.us/VDOE/Superintendent/Sols/comptec12.doc> Standard 12.2.

CONTENT SOURCE FOR MICROSOFT OFFICE

Each application within Microsoft Office Suite is designed to help accomplish a specific job task. Microsoft Office Suite is used in business, industry, and educational institutions. This curriculum focuses on the commonly used programs within Microsoft Office Suite: Word 2000, Excel 2000, Access 2000, and PowerPoint 2000.

Microsoft Word 2000 is a full-featured word processor that allows the user to create many types of personal and business communication including memos, letters, and business documents. Word is a benefit to students because of its ease in creating reports and research papers. Most businesses use Microsoft Word 2000 to efficiently advance their communications.

Microsoft Excel 2000 is a spreadsheet program that allows the user to organize data, complete calculations, graph data, develop professional looking reports, etc. Excel is used in business and industry to keep records, prepare financial spreadsheets, and to graph income and loss.

Microsoft Access 2000 is a comprehensive database management system. A database allows access, retrieval, and use of data in the database. Access 2000 allows the user to create a database, add, change, and delete data in the database, sort and retrieve data, and create forms and reports using the data in the database. Businesses use Access to manage customer accounts.

Microsoft PowerPoint 2000 is a complete presentation graphics program that allows the user to produce professional-looking presentations. PowerPoint gives the user the flexibility to create presentations using overhead transparencies, electronic presentations using a projection device attached to a personal computer, or run virtual presentations from the Internet. Microsoft PowerPoint 2000 allows the user to create presentations that include multimedia features including sounds, movies, and pictures.

CONTENT STRUCTURE

See Figure 1 for the content structure of this curriculum.

PROGRAM AIM

The aim of this curriculum for Microsoft Office 2000 is to allow for individuals to produce quality, effective, professional looking documents and develop basic skills using this popular computer applications package.

PROGRAM GOALS FOR MICROSOFT OFFICE

In order to achieve this, the following goals were developed.

1. Examine the basic functions of Microsoft Office 2000.
2. Create marketable computer skills in all learners.
3. Examine the effectiveness of Microsoft Office 2000.
4. Analyze the real-world relationship between computer skills and society.

CURRICULUM CONTENT

Scope and Sequence

The Microsoft Office 2000 curriculum is established for 2 hour 50 minute class periods that meet one day per week. The curriculum is established for a community college classroom where students have met prerequisite of a college level typing course or equivalent.

Unit	Topic	Concepts	Time
1	Introduction to Word 2000	<ul style="list-style-type: none"> • What is Word 2000? • Open, close, save a document. 	0.5 class period
2	Reports in Word 2000	<ul style="list-style-type: none"> • Type 2 page report with footnotes. 	1.5 class periods
3	Introduction to Excel 2000	<ul style="list-style-type: none"> • What is Excel 2000? • Open, close, save a document. • Create a spreadsheet with formulas. • Format data in a spreadsheet. 	2 class periods
4	Charts in Excel 2000	<ul style="list-style-type: none"> • Significance of charts. • Create a chart. • Embed a chart into previously created worksheet. 	1 class period
5	Introduction to Access 2000 (Tables & Forms)	<ul style="list-style-type: none"> • What is Access 2000? • Open, close, save a database. • Create a table within a database. • Create a form from the table. 	2 class periods
6	Queries & Reports in Access	<ul style="list-style-type: none"> • Create a query from a table. • Create and format a report. 	1 class period
7	Introduction to PowerPoint 2000	<ul style="list-style-type: none"> • What is PowerPoint? • Open, close, save a presentation. • Create PowerPoint slides. • Organize, add, delete, and change order of slides. 	2 class periods
8	Special Features in PowerPoint	<ul style="list-style-type: none"> • Use animation and transition in slides. • Develop a PowerPoint slide show. 	1 class period

TABLE 1

UNIT 1

Introduction to Microsoft Word 2000

TIME SPAN

Unit will last one-half of one 2 hour 50 minute class period.

GOAL

- Utilize basic functions of Word 2000.

RATIONALE FOR UNIT

Word processing is an important part of society today. Microsoft Word 2000 allows the user to efficiently create reports, letters, and announcements, as well as other forms of written communication. Word processing helps develop organization and documentation skills. Learning Word 2000 will give students skills they can readily use at home, at school and in the workplace.

OBJECTIVES OF THE UNIT

1. Identify parts of Microsoft Word 2000 such as toolbars, scroll bars, and the document window.
2. Determine uses of toolbars and menu bars to format a document.
3. Practice opening, closing, and saving a document successfully to the hard drive and to a floppy disk.

UNIT ACTIVITIES

1. Brainstorm, as a group, business and personal uses of Microsoft Word 2000.
2. Read and discuss pages WD1.6 – WD1.42 in Microsoft Office 2000 Brief Concepts and Techniques.
3. Develop a sample file to work with individually defining different features of Microsoft Word 2000.
4. Demonstrate effectively how to open, save, and close a document to the hard drive and to a floppy disk.

REFERENCE

Microsoft Office 2000 Brief Concepts and Techniques. (2000). Cambridge, MA: Course Technology.

UNIT 2

Reports in Microsoft Word 2000

TIME SPAN

Unit will last one and one-half 2 hour 50 minute class periods.

GOAL

- Create a two-page typed report with footnotes.

RATIONALE FOR UNIT

Reports are essential in several types of businesses and educational institutions. Students are expected to submit reports as early as elementary school. In college, report writing is a must in many classes. Businesses ranging from law offices to construction firms have to prepare reports on a continuous basis. Word 2000 allows students and business employees to type a report effectively. Typed, formatted reports are organized and professional. Formatting learned in Word 2000 for report writing can be carried over into other document creation to further expand students' or employees' skills.

OBJECTIVES OF THE UNIT

1. Manipulate formatting to properly design the layout of a report.
2. Analyze the importance of documenting references.

UNIT ACTIVITIES

1. Discuss pages WD 2.4 - WD2.51 in Microsoft Office 2000 Brief Concepts and Techniques for formatting techniques.
2. View a PowerPoint presentation on how to put together a research report.
3. Examine the importance of references.
4. Type the report on the instructor handout including footnotes and proper formatting.

REFERENCE

Microsoft Office 2000 Brief Concepts and Techniques. (2000). Cambridge, MA: Course Technology.

UNIT 3

Introduction to Microsoft Excel

TIME SPAN

Unit will last two 2 hour 50 minute class periods.

GOALS

- Demonstrate how to use basic functions of Excel spreadsheets.
- Create a professional spreadsheet document with formulas.

RATIONALE FOR UNIT

Spreadsheets are important in the operation of businesses and can be very useful in everyday life to individuals. Microsoft Excel is a spreadsheet program that allows the user to organize data, graph data, and develop professional looking reports. Having the basic knowledge to use Microsoft Excel is the foundation to organizing personal finances or planning a budget for a new business. Microsoft Excel allows users to be organized, efficient, and professional while saving the time and funds it would take to hire an accountant or pay someone for graphical representations of projects.

OBJECTIVES OF THE UNIT

1. Define terms used in Excel such as workbook, worksheets, columns, and rows.
2. Explain the relevance of Excel in the workplace.
3. Demonstrate proper techniques for entering data into a worksheet.
4. Manipulate editing functions of Excel.
5. Demonstrate characteristics of a spreadsheet using formatting techniques.
6. Create a spreadsheet using combinations of Excel elements.

UNIT ACTIVITIES

1. Read and discuss pages E1.6-E1.22 and E1.27-E1.34 of Microsoft Office 2000 Brief Concepts and Techniques.
2. Discuss practical uses of spreadsheets for home and business.
3. Open, close, and save a file to a floppy disk.
4. Create a worksheet containing words and numbers.
5. Edit a worksheet using formatting techniques such as colors, patterns, borders, and alignment.
6. Develop a spreadsheet using information from an activity sheet supplied by the instructor.

REFERENCE

Microsoft Office 2000 Brief Concepts and Techniques. (2000). Cambridge, MA: Course Technology.

UNIT 4

Charts in Microsoft Excel 2000

TIME SPAN

Unit will last one 2 hour 50 minute class period.

GOAL

- Generate a spreadsheet with a chart.

RATIONALE FOR UNIT

Charts are graphical representations of data. They are used continuously in business and industry to chart gains, losses, success or failure of a product. At home charts can be used to track expenses and help a family budget its income. Microsoft Excel 2000 allows users to easily analyze their lifestyles or businesses with just a few steps. Students with skills to create charts and graphs will be an asset to the workplace. It is much more effective and timesaving to analyze a graph instead of an entire worksheet of information.

OBJECTIVES OF THE UNIT

1. Recognize the importance of a chart within a document.
2. Acquire basic knowledge of ways to insert a chart into a worksheet, including the Chart Wizard.
3. Implement basic functions of the Chart Wizard.
4. Understand the components and types of charts such as x-axis, y-axis, and embedded.
5. Produce an embedded chart based on information from Unit 3.

UNIT ACTIVITIES

1. Outline the importance of charts within a document.

2. Distinguish different ways to create a chart in Excel.
3. Discuss the basic steps of designing a chart in Excel using the Chart Wizard.
4. List the components of a graph.
5. Using information in the spreadsheet from Unit 3, illustrate a chart to enhance the worksheet.

REFERENCE

Microsoft Office 2000 Brief Concepts and Techniques. (2000). Cambridge, MA: Course Technology.

UNIT 5

Introduction to Access

TIME SPAN

Unit will last two 2 hour 50 minute class periods.

GOALS

- Understand the importance of a database management system.
- Develop a functional database that includes tables, forms, queries, and reports.

RATIONALE FOR UNIT

Databases allow people to manage data effectively. Creating, storing, sorting, and retrieving data are important tasks. Individuals and businesses both benefit from database management systems such as Microsoft Access 2000. Individuals can keep records such as addresses, telephone numbers, expenses, and tax information, among other things, in a database. Businesses rely on databases for inventory tracking, billing and invoicing, client records, and payroll information. Learning to navigate a database management system such as Microsoft Access 2000 gives valuable skills to the learner and increases his or her potential in the workforce.

OBJECTIVES OF THE UNIT

1. Identify importance of a database.
2. Differentiate parts of Microsoft Access 2000 such as tables, forms, and reports.

3. Explain uses of a database.
4. Create a related table and form in Microsoft Access 2000.

UNIT ACTIVITIES

1. Identify importance of a database management system.
2. List, as a group, uses for a database.
3. Create a table in Microsoft Access 2000 based on information from instructor handout.
4. Create a form in Microsoft Access 2000 based on information from the table created in Unit 4.

REFERENCE

Microsoft Office Brief Concepts and Techniques. (2000). Cambridge, MA: Course Technology.

UNIT 6

Queries and Reports in Microsoft Access

TIME SPAN

Unit will last one 2 hour 50 minute class period.

GOAL

- Design queries and reports successfully in Microsoft Access 2000.

RATIONALE OF UNIT

Businesses and individuals often have questions regarding data that can be managed in a database. Queries can be used to answer these questions and dissolve the having to sort through a plethora of information for one set of results. Reports are used to represent data in an organized professional manner. Reports in the database management system are easily designed and formatted to display information. Both of these tools are useful and will benefit learners in the workplace or at home.

OBJECTIVES OF THE UNIT

1. Understand how queries and reports are useful.
2. Determine when to use a query or report.
3. Construct a query based on information in a database.
4. Construct a report based on information in the database.

UNIT ACTIVITIES

1. Discuss pages A2.6 – A2.35 in Microsoft Office 2000 Brief Concepts and Techniques.
2. Given scenarios by the instructor, determine when to use a query.
3. Given scenarios by the instructor, determine when to use a report.
4. Using information in a database, design a query.
5. Create a report to display the information designed in the query.

REFERENCE

Microsoft Office 2000 Brief Concepts and Techniques. (2000). Cambridge, MA: Course Technology.

UNIT 7

Introduction to Microsoft PowerPoint 2000

TIME SPAN

Unit will last two 2 hour 50 minute class periods.

GOAL

- Demonstrate understanding of basic function of PowerPoint by creating slides.

OBJECTIVES OF THE UNIT

1. Describe features of Microsoft PowerPoint 2000.
2. Identify different views of PowerPoint document screen.
3. Construct five slides to be used for a presentation.

UNIT ACTIVITIES

1. Read and discuss as a group pages PP1.10-PP1.47 in Microsoft Office 2000 Brief Concepts and Techniques.
2. View a PowerPoint show and point out features used.
3. Open, close, and save a presentation.
4. Select a template to use for a presentation.
5. Construct five slides based on an instructor handout for a presentation.

REFERENCE

Microsoft Office Brief Concepts and Techniques. (2000). Cambridge, MA: Course Technology.

UNIT 8

Special features in Microsoft PowerPoint 2000

TIME SPAN

Unit will last one 2 hour 50 minute class period.

GOAL

- Insert clip art, animation, and transition into a presentation effectively.

RATIONALE FOR UNIT

Presentations can be very effective in getting employees' or customers' attention. The more attractive the presentation, the better the presenter and his message will be remembered. Professional presentations incorporate animation and clip art to develop an organized, creative tool to sell a product or explain a policy.

OBJECTIVES OF THE UNIT

1. Distinguish between animation, clip art, and transition.
2. Discuss uses and overuses of these features.

3. Manipulate the slides created in Unit 7 to include animation, clip art, and slide transition.

UNIT ACTIVITIES

1. List, in groups, when and when not to use these special features.
2. Match appropriate slide layouts that incorporate clip art.
3. Insert animation, slide transition, and clip art into slides.

REFERENCE

Microsoft Office 2000 Brief Concepts and Techniques. (2000). Cambridge, MA: Course Technology.

Student Evaluation for Microsoft Office 2000

Assignment:

The student will prepare a portfolio using all knowledge obtained throughout this course. Students will be required to submit a completed portfolio during the final exam period of the course. The following checklist components should be included in the portfolio. Each unit in the portfolio will be graded separately. The final portfolio grade will be an average of the portfolio unit grades.

Unit	Assignment	Guidelines	Grade
Excel 2000	2 worksheets	Both formatted	
Formulas	(1) using formulas	At least 2 formulas	
Charts	(1) with a chart	(1) embedded chart	
Word 2000			
Report	(1) report	1 ½ - 2 pgs with footnotes, 1" margins, double spaced	
Access 2000			
Table	(1) table	4 columns, 10 entries	
Query	(1) query	1 criteria set	
Report	(1) report	Formatted using Wizard	
PowerPoint 2000			
Presentation	(1) presentation	8 slides, use special features	

Excel 2000 grade: _____

Word 2000 grade: _____

Access 2000 grade: _____

PowerPoint 2000 grade: _____

Total portfolio grade: _____

November 3, 2002

Dabney S. Lancaster Community College
Department of Information Systems Technology
Ms. Lorri Higgins
P.O. Box 1000
Clifton Forge, VA 24422

Dear Ms. Higgins,

I have developed a curriculum to be used in your Fundamentals of Computer Systems course. The curriculum focus is on Microsoft Office 2000. As the program head for the Information Systems Technology and the main instructor for this course, I would appreciate if you could please lend your expertise in validating this document. I hope you find this curriculum to be effective for you and other instructors of this course.

The relevant materials are enclosed. Please forward the attached survey and any suggestions and comments to P.O. Box 781, Clifton Forge, VA 24422.

Thank you for your time and cooperation.

Sincerely,

Susan H. Carper

Enclosures

Microsoft Office 2000 curriculum
Survey

Survey of Microsoft Office 2000

Please "x" the answer that best describes your evaluation of the curriculum.

1. The definition of Microsoft Office 2000...
 needs more explanation
 does not need more explanation
2. The rationale....
 is convincing that studying Microsoft Office 2000 is necessary
 is not convincing that studying Microsoft Office 2000 is necessary
3. The content source clearly explains the source of Microsoft Office 2000.
 Yes, it definitely supports the source.
 No, it does not clearly state the background of Microsoft Office 2000.
4. The content structure is an easy to understand plan for the curriculum.
 Yes, the content structure is easy to understand and follow.
 No, the content structure is not easy to understand and follow.
5. The program aim...
 can be met with the material in this curriculum
 cannot be met with the material in this curriculum
6. Program goals for Microsoft Office 2000 are...
 easy to understand
 not easy to understand
7. The scope and sequence provides an overview of the Microsoft Office 2000 course plan.
 the scope and sequence provides a good overview of the course
 the scope and sequence does not provide a good overview of the course

The following questions relate to Units 1-8 in the Curriculum Content section.

8. The goals for the units...
 are attainable in the time given
 are not attainable in the time given
9. The rationale(s) of the units...
 sufficiently explains the reason for learning the unit
 does not sufficiently explain the reason for learning the unit

10. The objectives of the units...
- _____ relate to the unit activities and goals
 - _____ do not relate to the unit activities and goals

11. The unit activities...
- _____ present ways to learn that students will enjoy
 - _____ need to be more creative

Please respond to the following questions.

12. Based upon activities throughout the curriculum, will a student portfolio serve as a good measurement of assessment?

13. Based upon the presented curriculum, what changes would you suggest be made?

14. What were some of the strengths of the curriculum?

15. What were some of the weaknesses of the curriculum?

16. Please provide your thoughts and comments about the entire Microsoft Office 2000 curriculum.