

# OFF 185 Introduction to Microsoft Office: Integration 1 Credit

## Course Objective:

Students will learn the basic functions of Microsoft and will use Word, Excel, Access, and Power Point to create an integrated project.

## Course Competencies

Integration Project: Use Word, Excel, Access and PowerPoint to create an integrated project.

1. Create a Word document – perhaps a table or an outline that could be integrated with Excel and/or PowerPoint.
2. Create a worksheet or a chart in Excel. (A table in Word could be converted to a chart in Excel, or a worksheet could be created in Excel, which then could be converted to a chart and pasted in a Word document. A chart could be integrated with PowerPoint.)
3. Create a table in Access; export the table to Excel.

The main goal is to integrate Word, Excel, and Access documents into PowerPoint. The goal can be achieved in a variety of ways. Examples follow:

- Insert a Word outline into a PowerPoint presentation.
- A table in Word could be copied into an Excel workbook. Then a chart could be created.
- An Access table can be exported to Excel.
- Embed an Excel Chart into a PowerPoint slide.
- Create Tables in PowerPoint.

PowerPoint presentation should include the following elements:

- ✓ Integrate a Word document.
- ✓ Integrate an Excel document.
- ✓ Integrate an Access document.
- ✓ Choose an appropriate template or look for the presentation.
- ✓ Include clip art or photographs.
- ✓ Include transitions, animated bullets, and animation of objects.
- ✓ Use sound effects. (Use good judgment; don't overdo.)
- ✓ Customize the color scheme and background of two or more slides.
- ✓ Use your name and OFF 185 as a footer.
- ✓ Include at least one AutoShape. Customize the object's size and color.
- ✓ Use the slide timing feature. Be sure you allow ample time for each slide.
- ✓ Use a minimum of ten slides.
- ✓ Prepare note pages. (Include notes on at least two slides.)
- ✓ Mailable copy is essential. No spelling or grammatical errors.
- ✓ Quality of the presentation is a must. Prepare the outline first to give a sense of direction and **see your instructor before you begin.**