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## CGS 2167 Computer Applications Course Syllabus

### Course Description:

This course introduces the essential concepts necessary to make effective use of the computer. Students achieve an understanding of what a computer can do, how it works, and how it can be used to create documents using word processing and spreadsheet applications for personal and business use.

### Course Outcomes:

1. Apply computer resources for use in business and academics.
2. Construct business and academic documents using Microsoft Word.
3. Create spreadsheets with formulas and graphs using Microsoft Excel.
4. Develop presentations containing animation and graphics using Microsoft PowerPoint.
5. Integrate Microsoft Office applications for use in business.

### Course Requirements:

#### Textbook (Required):

Shelly, G., Cashman, T., & Vermaat, M. (2008). Microsoft Office 2007. Boston: Cengage Learning.

#### Software (Required):

Microsoft-Office Professional 2007, (1<sup>st</sup> Version, 2006)

Note: All assignments in the course are required to be submitted in Microsoft Office 2007

### Companion Websites:

Shelly Cashman Resources [Microsoft Office Resources](#)

### Online Resources:

#### Online Learning Resource Center

[Click here](#) to find a variety of useful resources:

- Find [general resources](#), including online almanacs, article databases, encyclopedias, dictionaries, and tutorials.
- Find [resources by program](#) for your specific program of study, including allied health, business, information technology, justice, nursing and trades.

**Library and Information Resources Network ([LIRN](#))**

[Click here](#) to use the virtual library. The [LIRN](#) center requires a password. To obtain a password contact your Student Advisor or Online Coordinator.

**APA Style:**

Papers that you write in your program of study must follow the guidelines set by the American Psychological Association (APA). [Click here for APA Writing Help](#)

[APA Special Course](#)

This tutorial presents the basics of how to write using APA format. You can find the tutorial under "Special Courses" when you are in the class, or [click here](#).

[Purdue Online Writing Lab](#)

Visit the Online Writing Lab (called OWL) whenever you have an APA question. When you are in your online course, click on the Online Resources link on the left side of screen and you will find the OWL link, or [click here](#).

[APA Tutorial](#)

This tutorial teaches how to write using the APA format. In your online course, click on the Online Resources link on the left side of screen, and you will find the APA tutorial link, or [click here](#).

**Student Commitment:**

Ten to twelve hours per week on average.

**Student Services & Help Desk**

**Everest University Online**  
1-877-439-0003

**Everest College  
Phoenix**  
1-888-321-0021

**Campus-Based Students**  
Contact your Online Coordinator

**Everest Online Help Desk (applies to all students)**

For technical assistance with the course website, contact the Everest Online Help Desk:

**Hours:** 24 hours a day, 7 days a week | **Phone:** 888-579-0191 |

**Email:** [HelpDesk@onlinecci.com](mailto:HelpDesk@onlinecci.com)

**Course Policies**

**1. Attendance:**

For a student to be counted "Present" (P) in a given week, s/he needs to complete at least one of the following three activities in the current week of the course:

1. Complete a quiz
2. Submit an Individual Work to the Dropbox or
3. Post at least twice to a relevant class discussion board (either Class Discussion or Teamwork)

If a student fails to complete at least one of these activities, s/he will be marked "Absent" (A).

***Make-up Policy:*** *Make-up policy is at the discretion of the instructor.*

**2. Academic Dishonesty/Plagiarism**

In the online learning environment, professional attitude begins in the classroom. For that reason, students and faculty will not tolerate or commit any form of academic dishonesty.

Any form of deception in the completion of assigned work is considered a form of academic dishonesty. This includes, but is not limited to:

- Copying work from any source

- Assisting, or allowing another to assist you, to commit academic dishonesty.
- Any attempt to share answers whether during a test or in the submittal of an assignment
- Any attempt to claim work, data or creative efforts of another as your own
- Resubmitting graded assignments for use in multiple classes (recycling your work)
- Knowingly providing false information about your academic performance to the college
- To avoid plagiarism, do not "copy and paste" into assignments without using quotation marks and citing, in APA format, the source of the material.
- Your work may be submitted to Turnitin.com for evaluation

*Plagiarism:*

- Papers that you write in your program of study must follow the guidelines set by the American Psychological Association (APA). Using another's intellectual creation without permission or without giving appropriate credit is the academic equivalent of theft.

*Consequences of Academic Dishonesty/Plagiarism*

All violations of academic policy are documented and made a part of the student's academic record. When academic dishonesty is confirmed, the student will immediately be notified of the incident, which may result in one or more of the actions listed below:

- Reduction in grade on the assignment on which the violation occurred
- No credit on the assignment, paper, test, or exam on which the violation occurred
- A failing grade for the course
- Suspension or dismissal from the college

Please see the current course catalog for full details.

**3. Referencing Non-Academic Resources**

In many of your classes, you will conduct research. Please note, the use of research documents must remain at an academic or scholarly level. Websites such as Wikipedia or Ask.com are not credible sources because they are not necessarily written by academic experts; they may be written by non-academic individuals, and are potentially inaccurate or biased.

**4. Add/Drop:**

Please refer to the current School Catalog policies for schedule changes, add/drop processes, and deadlines.

### Course Evaluation and Grading

<b>Grade Categories</b>	<b>Weight</b>	<b>Total Points</b>
Individual Work	40.5%	405
Class Discussions	25%	250
Quiz	28%	280
Teamwork	6.5%	65
<b>Total:</b>	<b>100.00%</b>	<b>1000</b>

<b>Grading Scale</b>		
<b>Letter Grade</b>	<b>Percentage Scale</b>	<b>Interpretation</b>
A	90-100%	Superior
B	80-89%	Above average; good
C	70-79%	Average; standard
D	60-69%	Below standard
F	59% or lower	Failure

## Week One

### Part 1 of 2

Course Outcome	Instructional Objectives	Learning Activities	Graded Activities
<p>Apply computer resources for use in business and academics.</p>	<p>Assess computing resources in an office environment.</p> <p>Determine ways computers drive success in academic pursuits.</p>	<p>In your online course, locate “Week 1” in the list on the left side of the screen. When you click on Week 1, you will see a list of activities for the week.</p> <p>(At the beginning of each week, repeat the above process to see the list of activities).</p> <p>Please read the Plagiarism and Netiquette Policy and e-mail your instructor confirming that you have read and understood these documents.</p> <p>An operating system has three primary functions:</p> <ol style="list-style-type: none"> <li>1. <b>Managing Resources</b> - the operating system coordinates the hard drive, internal memory, CD drives, processor, storage, and additional devices.</li> <li>2. <b>Acting as a User Interface</b> - the operating system interfaces the computer's processor with application software (e.g., Microsoft Office Suite).</li> <li>3. <b>Running Applications</b> - the operating system runs the application software with which it interfaces.</li> </ol> <p>This class is an introduction to</p>	<p><b>Class Discussion (25 points)</b>            You have just hired Simon, a new assistant, who has never used a personal computer. Give him a brief tour of the best features of your operating system. Please answer all of the following questions. Be sure to respond with substantive content.</p> <ul style="list-style-type: none"> <li>• What are the best ways to use the eCollege environment so that you get the most out of the course?</li> <li>• What are some best practices in the discussion area?</li> <li>• What motivates you to succeed in this course?</li> </ul> <p>The minimum expectation for class discussions is to respond directly to each discussion prompt and respond to at least two other posts, either by a student or instructor, by the end of the week:</p> <ol style="list-style-type: none"> <li>1) Submit one main post responding directly to the discussion prompts.</li> </ol> <ul style="list-style-type: none"> <li>• This should be a substantive response to the topic(s) in your own words, referencing what you have discovered in your required reading and other learning activities.</li> <li>• You may use resources in addition to your textbook that support your post(s). However, if you reference other works, you must properly cite the source(s) that you used in your post(s).</li> </ul> <ol style="list-style-type: none"> <li>2) Reply to at least two posts. These responses can be to students or the instructor.</li> <li>3) Responses to other individuals' posts should:</li> </ol>

		<p>computer office applications using Microsoft Office 2007. In Weeks 1-5, you will learn how to format academic and business documents in Microsoft Word. In Weeks 6-9, you will learn how to create spreadsheets with embedded formulas and graphs. In Weeks 10-11, you will learn how to create Microsoft PowerPoint presentations with images, slide transitions, and other specialized formatting. Week 12, the final week of this course, is a culmination assignment in which you will organize course content into a single project.</p> <p>Chapters and page numbers in this textbook may be confusing at first. Please note: Each software application has its own set of chapters (each beginning with the number one). They are distinguished by abbreviations corresponding to the software. In other words,</p> <ul style="list-style-type: none"> <li>• <b>WIN</b> stands for Windows</li> <li>• <b>WD</b> stands for Word</li> <li>• <b>EX</b> stands for Excel</li> <li>• <b>PPT</b> stands for PowerPoint</li> </ul> <p>Page numbers similarly correspond to the appropriate software section. For example,</p> <ul style="list-style-type: none"> <li>• <b>WIN 23</b> stands for page 23 in the Windows section of the textbook.</li> <li>• <b>WD 3</b> stands for page 3 in the Word section of the textbook.</li> <li>• <b>EX 22</b> is page 22 in the Excel section of the textbook.</li> <li>• <b>PPT 14</b> refers to page 14 in the PowerPoint section.</li> </ul>	<ul style="list-style-type: none"> <li>• Expand on their ideas.</li> <li>• Discuss the differences between your thoughts and theirs.</li> <li>• Explain why you agree or disagree.</li> </ul>
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		<p>Computer resources, as referenced this week, refer to assets available to you in your online classroom (eCollege) and on your computer.</p> <p>The resources you will explore in week one include the eCollege platform for this online classroom. In addition, you will begin to read about Microsoft Word in the Shelly, Cashman and Vermaat (2008) textbook. Please complete the following:</p> <p>1) On the eCollege platform, read and explore the following links (click on the link to review):</p> <ul style="list-style-type: none"> <li>• Announcements</li> <li>• Email tab</li> </ul> <p>2) In <i>Microsoft Office 2007</i>, read <b>Word Chapter 1</b>. "Creating and Editing a Word document" (pages <b>WD2-62</b>).</p>	
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**Part 2 of 2**

Course Outcome	Instructional Objectives	Learning Activities	Graded Activities
Construct business and academic documents using Microsoft Word.	Create a Microsoft Word document with advanced formatting and object placement.	<p>An academic document typically contains specific formatting parameters, including</p> <ul style="list-style-type: none"> <li>• 1" margins.</li> <li>• First line indentations (frequently ½").</li> <li>• Precise header structure.</li> <li>• Restrictions on formatting paragraphs.</li> <li>• Required line spacing (double spaced).</li> <li>• Etc.</li> </ul>	<p><b>Individual Work (0 points, Assignment is due in Week 2)</b></p> <p>Microsoft Word is a type of word processing software. Word processors allow users to create text-based papers, essays, flyers, newsletters, or similar files, known as "documents." As application software, all word processors can</p> <ul style="list-style-type: none"> <li>• Wrap text automatically (without forced line or "carriage returns" in typewriter vernacular).</li> <li>• Allow users to delete letters, words, and entire pages.</li> <li>• Check grammar and spelling errors.</li> </ul>

		<p>This week you will begin to construct documents for academic submission in Microsoft Word. To prepare for the individual work <b>due at the end of Week 2</b>, please complete the following:</p> <p>1) Please read the following chapter and pages:</p> <ul style="list-style-type: none"> <li>• <b>Word Chapter 1</b>, "Creating and Editing a Word Document" (pages <b>WD 2-62</b>).</li> <li>• "In the Lab" <b>Lab 2: Creating a Flyer with a Picture and a Border</b> on pages <b>WD 69-70</b> in your textbook. (Note that you are to follow the step-by-step instructions to re-create the "Blooming Deals" Flyer shown on page WD 69 in the textbook.)</li> </ul> <p>2) Using the links in your online course, please download the following file for use in this week's individual work.</p> <ul style="list-style-type: none"> <li>• Wk One Ch One "Pear in Bloom."</li> </ul> <p>3) Using the links in your online course, please view the following short videos to begin preparing for your Individual Work due at the end of Week 2:</p> <ul style="list-style-type: none"> <li>• "To Start Word"</li> <li>• "To Type Text"</li> <li>• "To Display Formatting Marks"</li> <li>• "To Wordwrap Text as You Type"</li> <li>• "To Insert a Blank Line"</li> <li>• "To Check Spelling and Grammar as You Type"</li> </ul>	<ul style="list-style-type: none"> <li>• Automatically format font styles and sizes.</li> <li>• Automatically format paragraphs.</li> <li>• Automatically format margins.</li> <li>• Find and replace letters or large blocks of text.</li> </ul> <p>After reading <b>Word Chapter 1</b> (pages <b>WD 2-62</b>) and reviewing the links in eCollege, <b>begin</b> the following activity that is <b><u>due at the end of Week 2:</u></b></p> <ul style="list-style-type: none"> <li>• "In the Lab" <b>Lab 2: Creating a Flyer with a Picture and a Border</b> on pages <b>WD 69-70</b> in your textbook. Note that you are to follow the step-by-step instructions to re-create the "Blooming Deals" Flyer shown on page WD 69 in the textbook.</li> <li>• Note: The picture needed for this assignment can be found in the online course for this week.</li> </ul>
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		• "To Save a Document"	
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## Week Two

### Part 1 of 3

Course Outcome	Instructional Objectives	Learning Activities	Graded Activities
<p>Construct business and academic documents using Microsoft Word.</p>	<p>Create a Microsoft Word document with advanced formatting and object placement.</p>	<p>Imagine that you are planning a garage sale in a few weeks. You need to advertise and are on a limited budget. One common means to promote a function as a garage sale is to create and post flyers around the neighborhood.</p> <p>The assigned reading this week highlights the specific formatting parameters necessary for a typical flyer (those used for advertising promotions or announcements).</p> <p>In your textbook, please read the following:</p> <ul style="list-style-type: none"> <li>• <b>Word Chapter 1</b>, "Creating and Editing a Word Document" (pages <b>WD 2-62</b>).</li> </ul>	<p><b>Class Discussion (25 points)</b></p> <p>In this week's discussion, you will share ideas on the universal nature of how word processors such as Microsoft Word can be used. Try to be creative in your responses; consider as many atypical applications for word processing as you can.</p> <p>Select one of the following professions:</p> <ul style="list-style-type: none"> <li>• Criminal justice</li> <li>• Medical records/billing</li> <li>• Journalism</li> <li>• Legal field</li> <li>• Small business owner</li> <li>• Marketing</li> <li>• Sports team management</li> <li>• Government</li> </ul> <p>Then review <b>Word Chapter 1</b>, the links in eCollege from Weeks 1 and 2 and any research you have done, and discuss the following questions. Respond to each question with examples that pertain to the specific field that you have chosen. Be sure to respond with specific and substantive posts.</p> <ol style="list-style-type: none"> <li>1. What are some of the documentation needs of your chosen field?</li> <li>2. What are some specific ways you can use Microsoft Word in this field?</li> <li>3. What are some ways of enhancing a document with Word's editing tools that would be appropriate in the environment you chose?</li> </ol> <p>The minimum expectation for class discussions is to respond directly to each discussion prompt and respond to at least two other posts, either by a student or instructor, by the end of the week:</p>

			<p>1) Submit one main post responding directly to the discussion prompts.</p> <ul style="list-style-type: none"> <li>• This should be a substantive response to the topic(s) in your own words, referencing what you have discovered in your required reading and other learning activities.</li> <li>• You may use resources in addition to your textbook that support your post(s). However, if you reference other works, you must properly cite the source(s) that you used in your post(s).</li> </ul> <p>2) Reply to at least two posts. These responses can be to students or the instructor.</p> <p>3) Responses to other individuals' posts should:</p> <ul style="list-style-type: none"> <li>• Expand on their ideas.</li> <li>• Discuss the differences between your thoughts and theirs.</li> <li>• Explain why you agree or disagree.</li> </ul>
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**Part 2 of 3**

<b>Course Outcome</b>	<b>Instructional Objectives</b>	<b>Learning Activities</b>	<b>Graded Activities</b>
Construct business and academic documents using Microsoft Word.	Create a Microsoft Word document with advanced formatting and object placement.	<p>In your textbook, please read the following in order to complete this week's individual work:</p> <p>1) Please read the following chapter and pages:</p> <ul style="list-style-type: none"> <li>• <b>Word Chapter 1</b>, "Creating and Editing a Word Document" (pages <b>WD 2-62</b>).</li> <li>• "In the Lab" <b>Lab 2: Creating a Flyer with a Picture and a Border</b> on pages <b>WD 69-70</b> in your textbook. (Note that</li> </ul>	<p><b>Individual Work (35 points)</b> This week's individual work is to re-create the "Blooming Deals" Flyer shown on page WD 69 using Microsoft Word. After reading <b>Word Chapter 1</b> and reviewing the links and videos in eCollege, complete the following:</p> <ul style="list-style-type: none"> <li>• "In the Lab" <b>Lab 2: Creating a Flyer with a Picture and a Border</b> on pages <b>WD 69-70</b> in your textbook. (Note that you are to follow the step-by-step instructions to re-create the "Blooming Deals" Flyer shown on page WD 69 in the textbook.)</li> </ul>

		<p>you are to follow the step-by-step instructions to re-create the "Blooming Deals" Flyer shown on page WD 69 in the textbook.)</p> <p>2) Using the links in your online course, please download the following file for use in this week's individual work.</p> <ul style="list-style-type: none"> <li>• "Wk 1 Ch1 Bradford Pear in Bloom"</li> </ul> <p>3) Using the links in your online course, please view the following short videos:</p> <ul style="list-style-type: none"> <li>• "To Apply Styles"</li> <li>• "To Center a Paragraph"</li> <li>• "To Select a Line"</li> <li>• "To Change the Font Size of Selected Text"</li> <li>• "To Change the Font of Selected Text"</li> <li>• "To Select Multiple Paragraphs"</li> <li>• "To Bullet a List of Paragraphs"</li> <li>• "To Undo and Redo an Action"</li> <li>• "To Select a Group of Words"</li> <li>• "To Bold Text"</li> <li>• "To Underline a Word"</li> <li>• "To Italicize Text"</li> <li>• "To Change the Style Set"</li> <li>• "To Change Theme Colors"</li> <li>• "To Change Theme Fonts"</li> <li>• "To Insert a Picture"</li> <li>• "To Apply a Picture Style"</li> <li>• "To Change a Picture Border Color"</li> <li>• "To Resize a Graphic"</li> </ul>	<ul style="list-style-type: none"> <li>• Note: The picture needed for this assignment can be found in the online course for this week.</li> </ul> <p><b>How to Save Your Assignment</b> Save your document as a Microsoft Word 2007 (.docx) file that includes Your name, course code, and title in the file name.</p> <ul style="list-style-type: none"> <li>• For example: JaneSmith CGS2167 Work1.docx.</li> </ul> <p><b>How to Turn in Your Assignment</b></p> <p>Submit this document to the <b>Week 2: Individual Work</b> basket in the Dropbox.</p>
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		<ul style="list-style-type: none"> <li>• "To Add a Page Border"</li> <li>• "To Change Spacing Above and Below Paragraphs"</li> </ul>	
<b>Part 3 of 3</b>			
<b>Course Outcome</b>	<b>Instructional Objectives</b>	<b>Learning Activities</b>	<b>Graded Activities</b>
Construct business and academic documents using Microsoft Word.	Create a Microsoft Word document with advanced formatting and object placement.	<p>To prepare for this quiz, please read the following in <i>Microsoft Office</i>:</p> <ul style="list-style-type: none"> <li>• <b>Word Chapter 1</b>, "Creating and Editing a Word Document."</li> </ul>	<p><b>Quiz (40 points)</b> This quiz contains multiple choice and true/false questions covering the following:</p> <ul style="list-style-type: none"> <li>• <b>Word Chapter 1</b>, "Creating and Editing a Word Document."</li> </ul>

## Week Three

### Part 1 of 2

Course Outcome	Instructional Objectives	Learning Activities	Graded Activities
<p>Construct business and academic documents using Microsoft Word.</p>	<p>Create a Microsoft Word document for use in academic environments.</p>	<p>As you pursue your academic careers, you will need to format papers in an accepted format for your institution. The requirement for this class is to adhere to those promoted by the American Psychological Association (APA).</p> <p>For this week’s assignment, <i>you need to know</i> how to use Microsoft Word to format a paper according to the following parameters:</p> <ul style="list-style-type: none"> <li>• The appropriate font (preferably Times New Roman 12 point)</li> <li>• 1" margins</li> <li>• First line indentation (preferably 1/2")</li> <li>• Spacing between paragraphs</li> <li>• Double line space</li> <li>• Proper header</li> <li>• Left justified text (Ragged right edge)</li> <li>• Using the links in your online course, use the document, “Steps to Formatting Your Research Paper” in DocSharing to help in this week’s individual work.</li> </ul> <p>In your textbook, please read the following in <b>Word Chapter 2</b>:</p> <ul style="list-style-type: none"> <li>• Pages <b>WD 78-79</b> to learn how to double-space and format a proper paragraph</li> <li>• Pages <b>WD 80-82</b> to learn</li> </ul>	<p><b>Class Discussion (25 points)</b> This week’s class discussion is focused on ways to construct and format a sample research paper.</p> <p>After reading the assigned pages (<b>WD 78-82</b> and <b>WD 88-89</b>) in your textbook, conducting any research you may need to do, and visiting the links in eCollege, please answer all of the following prompts. Be sure to respond substantively.</p> <ul style="list-style-type: none"> <li>• Select two of the following components of a research paper: <ul style="list-style-type: none"> <li>• The title page</li> <li>• Headers/footers</li> <li>• Paragraph formatting</li> <li>• Citations and references</li> <li>• Bullets and lists</li> </ul> </li> <li>• What specific features in Word are used to create the two components that you chose?</li> <li>• List four different styles used in writing a research paper and discuss the merits of each.</li> <li>• What are the ethical considerations to be followed when writing a research paper and why are they important?</li> </ul> <p>The minimum expectation for class discussions is to respond directly to each discussion prompt and respond to at least two other posts, either by a student or instructor, by the end of the week:</p> <p>1) Submit one main post responding directly to the discussion prompts.</p> <ul style="list-style-type: none"> <li>• This should be a substantive response to the topic(s) in your own words, referencing what you have discovered in</li> </ul>

		<p>how to create headers and automatic page numbers</p> <ul style="list-style-type: none"> <li>• Pages <b>WD 88-89</b> to learn how to indent the first line of every paragraph</li> </ul> <p><b>Note:</b> For this class, please disregard any reference to the Modern Language Association (MLA) in your textbook.</p>	<p>your required reading and other learning activities.</p> <ul style="list-style-type: none"> <li>• You may use resources in addition to your textbook that support your post(s). However, if you reference other works, you must properly cite the source(s) that you used in your post(s).</li> </ul> <p>2) Reply to at least two posts. These responses can be to students or the instructor.</p> <p>3) Responses to other individuals' posts should:</p> <ul style="list-style-type: none"> <li>• Expand on their ideas.</li> <li>• Discuss the differences between your thoughts and theirs.</li> <li>• Explain why you agree or disagree.</li> </ul>
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**Part 2 of 2**

<b>Course Outcome</b>	<b>Instructional Objectives</b>	<b>Learning Activities</b>	<b>Graded Activities</b>
Construct business and academic documents using Microsoft Word.	Create a Microsoft Word document for use in academic environments.	<p>The APA Publication Manual is concerned with three components to formal academic writing:</p> <ol style="list-style-type: none"> <li>1) Writing style preference (language choices, etc.)</li> <li>2) Citation and reference protocols, and</li> <li>3) Document formatting.</li> </ol> <p>This week's individual work is designed to help you <b>construct</b> and <b>format</b> a research paper following APA documentation style protocols. A friendly reminder: For this week's assignment, <b><i>you need to know</i></b> how to use Microsoft Word to format a paper according to the following parameters:</p> <ul style="list-style-type: none"> <li>• The appropriate font (preferably Times New Roman 12 point)</li> </ul>	<p><b>Individual Work (25 points)</b></p> <p>This week's individual work is to use Microsoft Word to construct and format a research paper per APA documentation style protocols. After reading pages <b>WD 78-82</b> and <b>WD 88-89</b>, and reviewing the links and videos in eCollege, complete the following:</p> <ul style="list-style-type: none"> <li>• "Cases and Places" #4: <b>Create a Research Paper about the Month You Were Born</b> on page <b>WD 143</b> in your textbook. Note that you are to follow the APA documentation style. Be sure to use Microsoft Word's References tab to create your citations and sources, and to generate your Bibliography list (which is named References in APA).</li> <li>• Using the links in your online course, utilize the Steps to Formatting Your Research Paper guide to help in this week's individual work (Note: This file is also available in DocSharing).</li> </ul>

		<ul style="list-style-type: none"> <li>• 1" margins</li> <li>• First line indentation (preferably 1/2")</li> <li>• Spacing between paragraphs</li> <li>• Double line space</li> <li>• Proper header</li> <li>• Left justified text (Ragged right edge)</li> <li>• Using the links in your online course, utilize the Steps to Formatting Your Research Paper guide to help in this week's individual work (Note: This file is also available in DocSharing).</li> </ul> <p>To prepare for this week's individual work, please complete the following:</p> <p>1) Please review the following pages in <b>Word Chapter 2</b>:</p> <ul style="list-style-type: none"> <li>• Pages <b>WD 78-79</b> to learn how to double-space and format a proper paragraph</li> <li>• Pages <b>WD 80-82</b> to learn how to create headers and automatic page numbers</li> <li>• Pages <b>WD 88-89</b> to learn how to indent the first line of every paragraph</li> </ul> <p><b>Note:</b> For this class, please disregard any reference to the Modern Language Association (MLA) in your textbook.</p> <p>2) Please read the following in <b>Word Chapter 2</b>:</p> <ul style="list-style-type: none"> <li>• "Cases and Places" <b>#4: Create a Research Paper about the Month You Were Born</b> on page <b>WD 143</b> in your textbook.</li> </ul>	<p><b>How to Save Your Assignment</b>  Save your document as a Microsoft Word 2007 (.docx) file that includes Your name, course code, and title in the file name.</p> <ul style="list-style-type: none"> <li>• For example: JaneSmith CGS2167 Work1.docx.</li> </ul> <p><b>How to Turn in Your Assignment</b></p> <p>Submit this document to the <b>Week 3: Individual Work</b> basket in the Dropbox.</p>
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		<ul style="list-style-type: none"> <li>• Please note that you are to follow the <i>APA documentation formatting style</i>. Be sure to use Microsoft Word's References tab to create your citations, sources, endnote, and to generate your Bibliography list (which is named References in APA).</li> </ul> <p>3) Using the links in your online course, please view the following short videos:</p> <ul style="list-style-type: none"> <li>• "To Double-Space Text"</li> <li>• "To Remove Space after a Paragraph"</li> <li>• "To Switch to the Header"</li> <li>• "To Right-Align a Paragraph"</li> <li>• "To Insert a Page Number"</li> <li>• "To Close the Header"</li> <li>• "To First-Line Indent Paragraphs"</li> </ul>	
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## Week Four

### Part 1 of 2

Course Outcome	Instructional Objectives	Learning Activities	Graded Activities
<p>Construct business and academic documents using Microsoft Word.</p>	<p>Create a Microsoft Word document for use in business environments.</p>	<p>As adult learners, you may have multiple responsibilities outside the home, including family and work. Those of you who are in the workforce are likely familiar with the cover letter, resume, and interview process (i.e., you may have experience creating cover letters and resumes with a variety of successes and failures).</p> <p>To be successful in any workforce, you will be expected to present a qualification of your skills by submitting a resume.</p> <p>Page <b>WD 148</b> of your textbook contains one example of a resume: <b>Lana Canaan's resume</b>. Notice how <b>Lana Canaan's resume</b> contains brief, yet concise information. She uses <b>active verbs in past tense</b> to present her responsibilities.</p> <p>For example, under "The Garden Grill" and "Nevada Culinary Institute Cafeteria" are the items:</p> <ul style="list-style-type: none"> <li>• <i>Assisted</i> chef with meal selection...</li> <li>• <i>Planned</i> meals for staff and students...</li> </ul> <p>In the above, "assisted" and "planned" are the active verbs that precisely and concisely begin sentences and present ideas.</p> <p>To apply for a particular position or job, you will likely need to submit a cover letter to accompany your resume.</p>	<p><b>Individual Work (35 points)</b></p> <p>"You never have a second chance to make a first impression" is an expression familiar to many. When looking for a job, that first impression is frequently a cover letter and resume, either mailed directly or via electronic mail.</p> <p>This week's individual work is to create and format a resume and cover letter for potential employment.</p> <p>After reading <b>Word Chapter 3</b> (pages <b>WD 146-202</b>), and reviewing the links and videos in eCollege, complete the following:</p> <ul style="list-style-type: none"> <li>• "Cases and Places" #4: <b>Create Your Resume and Cover Letter for a Potential Job</b> on page <b>WD 213</b> in your textbook.</li> <li>• Note that you need to include two documents: a cover letter and a resume.</li> </ul> <p><b>How to Save Your Assignments</b></p> <p>Save your documents as Microsoft Word 2007 (.docx) files that include Your name, course code, and title in the file names.</p> <ul style="list-style-type: none"> <li>• For example: JaneSmith CGS2167 Work1.docx.</li> </ul> <p><b>How to Turn in Your Assignment</b></p> <p>Submit these <b>two</b> documents to the <b>Week 4: Individual Work</b> basket in the Dropbox.</p>

		<p>Page <b>WD 147</b> of your textbook contains one example of a cover letter: <b>Lana Canaan's cover letter</b>, in which she is applying for a position with the Juniper Culinary Academy.</p> <p>Lana's personalized cover letter highlights specific items in her resume. She provides additional details to relate her skills and experiences to the requirements of the junior culinary instructor position.</p> <p>In your textbook, please read the following in order to complete this week's individual work:</p> <p>1) Please read the following chapter and pages:</p> <ul style="list-style-type: none"> <li>• <b>Word Chapter 3</b>, "Creating a Cover Letter and a Resume" (pages <b>WD 146-202</b>).</li> <li>• "Cases and Places" #4: <b>Create Your Resume and Cover Letter for a Potential Job</b> on page <b>WD 213</b> in your textbook. (Note that you need to include two documents: a cover letter and a resume.)</li> </ul> <p>2) Using the links in your online course, please view the following short videos:</p> <ul style="list-style-type: none"> <li>• "To Use the Grow Font Button to Increase Font Size"</li> <li>• "To Color Text"</li> <li>• "To Insert Clip Art"</li> <li>• "To Resize a Graphic Using the Size Dialog Box"</li> <li>• "To Recolor a Graphic"</li> <li>• "To Set a Transparent Color"</li> </ul>	
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		<p>in a Graphic"</p> <ul style="list-style-type: none"> <li>• "To Set Custom Tab Stops Using the Tabs Dialog Box"</li> <li>• "To Bottom Border a Paragraph"</li> <li>• "To Clear Formatting"</li> <li>• "To Convert a Hyperlink to Regular Text "</li> <li>• "To Set Custom Tab Stops Using the Ruler"</li> <li>• "To Insert the Current Date in a Document"</li> <li>• "To Create a Building Block"</li> <li>• "To Insert a Non-breaking Space"</li> <li>• "To Insert a Building Block"</li> <li>• "To Insert an Empty Table"</li> <li>• "To Enter Data in a Table"</li> <li>• "To Apply a Table Style"</li> <li>• "To Resize Table Columns to Fit Table Contents"</li> <li>• "To Select a Table"</li> <li>• "To Bullet a List as You Type"</li> <li>• "To Use a Template"</li> <li>• "To Paste from the Office Clipboard"</li> </ul>	
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**Part 2 of 2**

Course Outcome	Instructional Objectives	Learning Activities	Graded Activities
Construct business and academic documents using Microsoft Word.	Create a Microsoft Word document for use in academic environments.	<p>To prepare for this quiz, please read the following in <i>Microsoft Office</i>:</p> <ul style="list-style-type: none"> <li>• <b>Word Chapter 2</b>, "Creating a Research Paper."</li> </ul>	<p><b>Quiz (40 points)</b> This quiz contains multiple choice and true/false questions covering the following:</p> <ul style="list-style-type: none"> <li>• <b>Word Chapter 2</b>, "Creating a Research Paper."</li> </ul>

## Week Five

### Part 1 of 3

Course Outcome	Instructional Objectives	Learning Activities	Graded Activities
<p>Construct business and academic documents using Microsoft Word.</p>	<p>Create a Microsoft Word document for use in business environments.</p>	<p>At times, concentrating on resume content can be difficult when one is distracted with the mechanics of how to format a paper in Microsoft Word.</p> <p>Last week, you created a cover letter and resume. This week you will continue to practice creating and formatting additional business documents.</p> <p>To prepare for this week's class discussion, please review the following:</p> <ul style="list-style-type: none"> <li>• <b>Word Chapter 3</b>, "Creating a Cover Letter and a Resume" (pages <b>WD 146-202</b>).</li> </ul>	<p><b>Class Discussion (25 points)</b></p> <p>For this week's class discussion, please reflect on personal experience(s) and this week's reading material in <b>Word Chapter 3</b>. Once again, select one of the professional fields from the <b>Week 2 Discussion</b> and discuss the following questions as they pertain directly to that profession.</p> <p>Be sure to respond to all of the questions with substantive content.</p> <ul style="list-style-type: none"> <li>• What are some characteristics of a good business letter?</li> <li>• What is Clip Art and is it appropriate for a business letter?</li> <li>• What types of fonts and paragraph spacing would you use in a business letter?</li> <li>• Would you single or double space a business document?</li> <li>• What are some ways to align text when constructing or editing a Word document? (Get creative here!)</li> </ul> <p>The minimum expectation for class discussions is to respond directly to each discussion prompt and respond to at least two other posts, either by a student or instructor, by the end of the week:</p> <p>1) Submit one main post responding directly to the discussion prompts.</p> <ul style="list-style-type: none"> <li>• This should be a substantive response to the topic(s) in your own words, referencing what you have discovered in your required reading and other learning activities.</li> <li>• You may use resources in addition to</li> </ul>

			<p>your textbook that support your post(s). However, if you reference other works, you must properly cite the source(s) that you used in your post(s).</p> <p>2) Reply to at least two posts. These responses can be to students or the instructor.</p> <p>3) Responses to other individuals' posts should:</p> <ul style="list-style-type: none"> <li>• Expand on their ideas.</li> <li>• Discuss the differences between your thoughts and theirs.</li> <li>• Explain why you agree or disagree.</li> </ul>
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**Part 2 of 3**

Course Outcome	Instructional Objectives	Learning Activities	Graded Activities
Construct business and academic documents using Microsoft Word.	Create a Microsoft Word document for use in business environments.	<p>Having multiple sets of eyes can assure a well-edited and formatted document. This week, you will work in a team environment to create and edit a variety of documents for a business organization.</p> <p>To complete this week's teamwork, please review the following:</p> <ul style="list-style-type: none"> <li>• <b>Word Chapter 3, "Creating a Cover Letter and a Resume"</b> (pages <b>WD 146-202</b>).</li> </ul>	<p><b>Teamwork (30 points)</b> Participate and complete the teamwork activity by entering the Teamwork area in your online course and completing the following:</p> <ul style="list-style-type: none"> <li>• <b>"Cases and Places" #5: Create Documents Using Templates from the Web</b> on page <b>WD 214</b> in your textbook.</li> </ul> <p>Each team member is responsible for completion of one the four documents for the Travel and Leisure Club [Calendar, Award Certificate, Letter of Thanks, and Invitation].</p> <p>All documents must be completed in Microsoft Word 2007 using templates selected and customized from the Web. Templates on the web can be found at <a href="#">MS Office Templates</a></p> <p>Teamwork involves actively reviewing and critiquing your teammates' work throughout the week. Be sure to submit draft(s) of your assigned document early for team feedback and post several critiques to others during the week.</p>

			<p>Each team member will need to upload their own completed document by posting to the teamwork discussion with the words "Final Submission" and attaching the attaching the Word 2007 (.docx) file.</p> <p>Respond to at least two students by the end of the week.</p>
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**Part 3 of 3**

Course Outcome	Instructional Objectives	Learning Activities	Graded Activities
Construct business and academic documents using Microsoft Word.	Create a Microsoft Word document for use in business environments.	<p>To prepare for this quiz, please read the following in <i>Microsoft Office</i>:</p> <ul style="list-style-type: none"> <li>• <b>Word Chapter 3</b>, "Creating a Cover Letter and a Resume."</li> </ul>	<p><b>Quiz (40 points)</b> This quiz contains multiple choice and true/false questions covering the following:</p> <ul style="list-style-type: none"> <li>• <b>Word Chapter 3</b>, "Creating a Cover Letter and a Resume."</li> </ul>

## Week Six

### Part 1 of 2

Course Outcome	Instructional Objectives	Learning Activities	Graded Activities
<p>Create spreadsheets with formulas and graphs using Microsoft Excel.</p>	<p>Construct a Microsoft Excel worksheet with an embedded chart.</p>	<p>Spreadsheets calculate, organize, and analyze numeric data. They are commonplace in business, especially among accountants, budget officers, and financial officers. Microsoft Excel is spreadsheet application software that manipulates numbers, just as Microsoft Word manipulates text-based documents.</p> <p>This week you will learn that spreadsheets have specific components and terminology. For instance,</p> <ul style="list-style-type: none"> <li>• <b>Workbooks</b> are complete files that may contain a number of worksheets.</li> <li>• <b>Worksheets</b> are individual calculation documents, similar to ledgers. They contain rows and columns that create a grid.</li> <li>• <b>Rows</b> are horizontal and typically identified in numbers (e.g., row 1, row 2, etc.).</li> <li>• <b>Columns</b> are vertical and typically identified in letters (e.g., column A, column B, etc.).</li> <li>• <b>Cells</b> are the individual boxes within the grid of rows and columns.</li> <li>• <b>Charts</b> (also known as graphs) are visual means of depicting numeric data that is calculated or entered directly into worksheets. Charts can</li> </ul>	<p><b>Class Discussion (25 points)</b> As you enter the business world, you will find occasion and need to read, analyze, or present data. To accomplish this, you will benefit from comprehending and creating spreadsheets. As you read this week's material in your textbook, please answer the following questions. Be sure to respond with substantive content.</p> <ul style="list-style-type: none"> <li>• What are some applications for Excel workbooks and worksheets in both the field of accounting and for an NFL team?</li> <li>• In what ways could you use Excel in your life today or in your planned career?</li> <li>• What does the Sum Function do?</li> <li>• When might you use the Sum Function in your schoolwork or workplace?</li> </ul> <p>The minimum expectation for class discussions is to respond directly to each discussion prompt and respond to at least two other posts, either by a student or instructor, by the end of the week:</p> <p>1) Submit one main post responding directly to the discussion prompts.</p> <ul style="list-style-type: none"> <li>• This should be a substantive response to the topic(s) in your own words, referencing what you have discovered in your required reading and other learning activities.</li> <li>• You may use resources in addition to your textbook that support your post(s). However, if you reference other works, you must properly cite the source(s) that you used in your post(s).</li> </ul>

		<p>be created as columns, lines, scatter plots, circular (pie-shaped) or in trend lines.</p> <ul style="list-style-type: none"> <li>• <b>Functions and formulas</b> are automatic calculations performed by spreadsheet software. AutoSum and Sum Function are common functions for Excel users.</li> </ul> <p>Please read the following pages in your textbook to apply to this week's class discussion:</p> <ul style="list-style-type: none"> <li>• <b>Excel Chapter 1</b>, "Creating a Worksheet and an Embedded Chart" (pages <b>EX 2-69</b>).</li> </ul>	<p>2) Reply to at least two posts. These responses can be to students or the instructor.</p> <p>3) Responses to other individuals' posts should:</p> <ul style="list-style-type: none"> <li>• Expand on their ideas.</li> <li>• Discuss the differences between your thoughts and theirs.</li> <li>• Explain why you agree or disagree.</li> </ul>
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**Part 2 of 2**

<b>Course Outcome</b>	<b>Instructional Objectives</b>	<b>Learning Activities</b>	<b>Graded Activities</b>
Create spreadsheets with formulas and graphs using Microsoft Excel.	Construct a Microsoft Excel worksheet with an embedded chart.	<p>There are several types of charts. In Microsoft Excel, many of the charts below can be presented in a flat (2-D) form or in a multi-dimensional (3-D) style.</p> <ul style="list-style-type: none"> <li>• <b>Bar Charts</b> have horizontal bars typically measuring from left to right. Bar charts can be stacked with multiple layers or data.</li> <li>• <b>Column Charts</b> have vertical columns, typically measuring from lowest to highest (bottom to top). Column charts can be stacked with multiple layers or data.</li> <li>• <b>Line Charts</b> connect points on a chart within X and Y axes (below).</li> <li>• <b>Area Charts</b> fill or shade areas to illustrate trends or patterns. Many area charts are stacked (multiple and layered shaded areas).</li> </ul>	<p><b>Individual Work (35 points)</b> You may have had the opportunity to be an audience member in a presentation that contained charts to present data. They are often graphical, colorful ways to represent complex calculations as understandable visuals.</p> <p>After reading <b>Excel Chapter 1</b> (pages <b>EX 2-69</b>), and reviewing the links and videos in eCollege, complete the following:</p> <p>Note that there are <u>two</u> Excel assignments.</p> <ul style="list-style-type: none"> <li>• "Apply Your Knowledge:" <b>Changing the Values in a Worksheet</b> on pages <b>EX 70-71</b> in your textbook.</li> <li>• "Make It Right:" <b>Correcting Formatting and Values in a Worksheet</b> on pages <b>EX 73-74</b> in your textbook.</li> <li>• Note: The starter Excel files needed for this assignment can be found in the online course for this week.</li> </ul> <p><b>How to Save Your Assignments</b></p>

		<ul style="list-style-type: none"> <li>• <b>Scatter Charts</b> are plot points on X and Y axes. Frequently, scatter charts are depicted in four quadrants to illustrate cluster trends.</li> <li>• <b>Pie Charts</b> illustrate data in sections or parts or percentages of a circular whole. Exploded pie charts separate sections of the pie for easier reading.</li> </ul> <p>Charts contain:</p> <ul style="list-style-type: none"> <li>• <b>Chart Area</b> is the entire chart and its components, e.g., axes, labels, columns, bars, legends, etc.</li> <li>• <b>Data Labels</b> are markers that represent a specific point within the chart, usually with alphanumeric identity.</li> <li>• <b>Plot Area</b> is the area that holds all data, category names, labels, and axes labels.</li> <li>• <b>Data Points and Series</b> are values plotted on a chart.</li> <li>• <b>Axis</b> is a horizontal or vertical border. Typically, the X axis runs horizontally, and the Y axis runs vertically.</li> <li>• <b>Legend</b> is a key for defining assigned data to colors, shapes or other identifiers in a chart.</li> </ul> <p>Please complete the following in order to prepare for this week's individual work:</p> <p>1) In your textbook, please read the following:</p> <ul style="list-style-type: none"> <li>• <b>Excel Chapter 1</b>, "Creating a Worksheet and an Embedded</li> </ul>	<p>Save your worksheets as Microsoft Excel 2007 (.xlsx) files that include Your name, course code, and title in the file name.</p> <ul style="list-style-type: none"> <li>• For example: JaneSmith CGS2167 Work1.xlsx.</li> </ul> <p><b>How to Turn in Your Assignment</b></p> <p>Submit these <b>two</b> worksheets to the <b>Week 6: Individual Work</b> basket in the Dropbox.</p>
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		<p>Chart" (pages <b>EX 2-69</b>).</p> <ul style="list-style-type: none"> <li>• "Apply Your Knowledge::" <b>Changing the Values in a Worksheet</b> on pages <b>EX 70-71</b> in your textbook.</li> <li>• "Make It Right:" <b>Correcting Formatting and Values in a Worksheet</b> on pages <b>EX 73-74</b> in your textbook.</li> </ul> <p>2) Using the links in your online course, please download the following files for use in this week's individual work.</p> <ul style="list-style-type: none"> <li>○ "Apply Your Knowledge: Bicycle Shop 3rd Quarter Sales"</li> <li>○ "Make It Right: Book Sales"</li> </ul> <p>3) Using the links in your online course, please view the following short videos:</p> <ul style="list-style-type: none"> <li>• "To Start Excel"</li> <li>• "To Enter the Worksheet Titles"</li> <li>• "To Enter Column Titles"</li> <li>• "To Enter Row Titles"</li> <li>• "To Enter Numbers"</li> <li>• "To Sum a Column of Numbers"</li> <li>• "To Copy a Cell to Adjacent Cells in a Row"</li> <li>• "To Determine Multiple Totals at the Same Time"</li> <li>• "To Save a Workbook"</li> <li>• "To Change a Cell Style"</li> <li>• "To Change the Font Type"</li> <li>• "To Bold a Cell"</li> <li>• "To Increase the Font Size of a Cell Entry"</li> </ul>	
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		<ul style="list-style-type: none"><li>• "To Change the Font Color of a Cell Entry"</li><li>• "To Center Cell Entries across Columns by Merging Cells"</li><li>• "To Format Column Titles and the Total Row"</li><li>• "To Format Numbers in the Worksheet"</li><li>• "To Adjust the Column Width"</li><li>• "To Use the Name Box to Select a Cell"</li></ul>	
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## Week Seven

### Part 1 of 3

Course Outcome	Instructional Objectives	Learning Activities	Graded Activities
<p>Create spreadsheets with formulas and graphs using Microsoft Excel.</p>	<p>Construct a Microsoft Excel worksheet with an embedded chart.</p>	<p>As learned in previous weeks, the numeric data stored and calculated in spreadsheets can be represented in visual forms, i.e., charts.</p> <p>This week you will explore formulas and functions.</p> <p>To prepare for this week's class discussion, please read:</p> <ul style="list-style-type: none"> <li>• <b>Excel Chapter 1</b>, "Creating a Worksheet and an Embedded Chart" (pages <b>EX 2-69</b>).</li> <li>• <b>Excel Chapter 2</b>, "Formulas, Functions, Formatting, and Web Queries" (pages <b>EX 82-144</b>).</li> </ul>	<p><b>Class Discussion (25 points)</b></p> <p>Imagine that you are a spreadsheet specialist tasked with developing a monthly worksheet for your family budget. After reading <b>Excel Chapter 1</b> and the links in eCollege, research some family budgets on the Internet. Then answer <i>all</i> of the following questions. Be sure to respond with specific and substantive content.</p> <ul style="list-style-type: none"> <li>• What kinds of expenses would you enter in the rows of the worksheet?</li> <li>• What are some ways to enhance the look of the worksheet when constructing or editing it to highlight specific data?</li> <li>• What do you think the best kind of embedded chart would be for your budget? Tell us why you chose that chart.</li> </ul> <p>The minimum expectation for class discussions is to respond directly to each discussion prompt and respond to at least two other posts, either by a student or instructor, by the end of the week:</p> <p>1) Submit one main post responding directly to the discussion prompts.</p> <ul style="list-style-type: none"> <li>• This should be a substantive response to the topic(s) in your own words, referencing what you have discovered in your required reading and other learning activities.</li> <li>• You may use resources in addition to your textbook that support your post(s). However, if you reference other works, you must properly cite the source(s) that</li> </ul>

			<p>you used in your post(s).</p> <p>2) Reply to at least two posts. These responses can be to students or the instructor.</p> <p>3) Responses to other individuals' posts should:</p> <ul style="list-style-type: none"> <li>• Expand on their ideas.</li> <li>• Discuss the differences between your thoughts and theirs.</li> <li>• Explain why you agree or disagree.</li> </ul>
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**Part 2 of 3**

Course Outcome	Instructional Objectives	Learning Activities	Graded Activities
Create spreadsheets with formulas and graphs using Microsoft Excel.	Construct a Microsoft Excel worksheet with an embedded chart.	<p>This week you will explore formulas and functions. First, let's distinguish the two. As referenced in Week 6, formulas and functions calculate data.</p> <p><b>Formulas:</b></p> <ul style="list-style-type: none"> <li>• Always start with an equal sign (=).</li> <li>• Contain references for cells, names of sheets, names of worksheets, or names of workbooks.</li> <li>• Contain numbers, dates, text, or even arrays of data.</li> <li>• Have text inside quotation marks (").</li> <li>• Sometimes include ampersand (&amp;) symbols.</li> <li>• Have various methods for entering data (e.g., enter, Ctrl+Enter, Tab, Shift+Tab, Shift+Enter).</li> </ul> <p><b>Functions</b> are types of calculations that require or</p>	<p><b>Individual Work (35 points)</b> Now that you have discussed a worksheet, it is time to create one with an embedded chart.</p> <p>Please review <b>Excel Chapters 1 and 2</b>, and the links and videos in eCollege. Then put on your spreadsheet analyst's hat and complete the following:</p> <ul style="list-style-type: none"> <li>• "In the Lab" <b>Lab 1: Annual Cost of Goods Worksheet</b> on pages <b>EX 74-75</b> in your textbook. (Skip steps #9, 10, and 11 in your textbook). Note that you are to create your own Excel worksheet from scratch.</li> </ul> <p><b>How to Save Your Assignments</b> Save your worksheet as a Microsoft Excel 2007 (.xlsx) file that includes Your name, course code, and title in the file name.</p> <ul style="list-style-type: none"> <li>• For example: JaneSmith CGS2167 Work1.xlsx.</li> </ul> <p><b>How to Turn in Your Assignment</b> Submit the worksheet to the <b>Week 7: Individual Work</b> basket in the Dropbox.</p>

		<p>contain formulas. There are several types of functions in Excel. For example:</p> <ul style="list-style-type: none"> <li>• Statistical <ul style="list-style-type: none"> <li>Percentile</li> <li>Average</li> <li>Range</li> </ul> </li> <li>• Logical <ul style="list-style-type: none"> <li>If</li> <li>And</li> <li>Or</li> <li>True</li> <li>False</li> </ul> </li> <li>• Informational <ul style="list-style-type: none"> <li>IsText</li> <li>IsDate</li> <li>Date and Time</li> <li>DateAdd</li> <li>Days360</li> </ul> </li> </ul> <p>Please complete the following in order to prepare for this week's individual work:</p> <p>1) In your textbook, please read and review the following:</p> <ul style="list-style-type: none"> <li>• <b>Excel Chapter 1</b>, "Creating a Worksheet and an Embedded Chart" (pages <b>EX 2-69</b>).</li> <li>• <b>Excel Chapter 2</b>, "Formulas, Functions, Formatting, and Web Queries" (pages <b>EX 82-144</b>).</li> <li>• "In the Lab" <b>Lab 1: Annual Cost of Goods Worksheet</b> on pages <b>EX 74-75</b> in your textbook. (Note that you are to create your own Excel worksheet from scratch.)</li> </ul>	
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		<p>2) Using the link in your online course, please view the following short video:</p> <ul style="list-style-type: none"> <li>• "To Add a 3-D Clustered Column Chart to the Worksheet"</li> </ul>	
<b>Part 3 of 3</b>			
<b>Course Outcome</b>	<b>Instructional Objectives</b>	<b>Learning Activities</b>	<b>Graded Activities</b>
Create spreadsheets with formulas and graphs using Microsoft Excel.	Develop electronic spreadsheets using the current Microsoft spreadsheet application.	<p>To prepare for this week's quiz, please review the following in <i>Microsoft Office</i>:</p> <ul style="list-style-type: none"> <li>• <b>Excel Chapter 1</b>, "Creating a Worksheet and an Embedded Chart."</li> </ul>	<p><b>Quiz (40 points)</b> This quiz contains multiple choice and true/false questions covering the following:</p> <ul style="list-style-type: none"> <li>• <b>Excel Chapter 1</b>, "Creating a Worksheet and an Embedded Chart."</li> </ul>

## Week Eight

### Part 1 of 2

Course Outcome	Instructional Objectives	Learning Activities	Graded Activities
<p>Create spreadsheets with formulas and graphs using Microsoft Excel.</p>	<p>Apply formulas, functions, and formatting to a spreadsheet.</p>	<p>Over the last two weeks, you learned foundations and defined key terms for Microsoft Excel and spreadsheets in general, specifically the regarding differences between formulas and functions. Shelly, Cashman, and Vermaat (2008) offer instructions on how to plan a spreadsheet project on page <b>EX 85</b>. They detail the decision points you will likely encounter when creating spreadsheets:</p> <ul style="list-style-type: none"> <li>• planning the layout</li> <li>• determining required formulas and functions</li> <li>• identifying ways to format spreadsheet components</li> <li>• establishing rules for any conditional formatting you may desire</li> <li>• determining the appearance of the final product</li> </ul> <p>To prepare for this week's class discussion please review</p> <ul style="list-style-type: none"> <li>• <b>Excel Chapter 2</b>, "Formulas, Functions, Formatting, and Web Queries" (pages <b>EX 82-144</b>).</li> </ul>	<p><b>Class Discussion (25 points)</b> As you learned this week, formulas and functions are at the heart of spreadsheet function. At this point, you should consider what applications for formulas and functions you might need in your workplace, personal budgets, or other purposes.</p> <p>After reading <b>Excel Chapter 2</b>, reviewing the links in eCollege, and searching the Internet, please answer <i>all</i> of the questions below. Be sure to respond in a substantive manner and with specifics that show the result of your research.</p> <ul style="list-style-type: none"> <li>• What is the AutoSum button? [Σ] How does it work?</li> <li>• If you were a financial planner, what are some Excel formulas that you might use or need? Please specify and explain (you may need to look this up on the Internet).</li> <li>• In your financial planning worksheet, when might you use conditional formatting? Please specify and explain.</li> </ul> <p>The minimum expectation for class discussions is to respond directly to each discussion prompt and respond to at least two other posts, either by a student or instructor, by the end of the week:</p> <p>1) Submit one main post responding directly to the discussion prompts.</p> <ul style="list-style-type: none"> <li>• This should be a substantive response to the topic(s) in your own words, referencing what you have discovered in your required reading and other learning activities.</li> </ul>

			<ul style="list-style-type: none"> <li>You may use resources in addition to your textbook that support your post(s). However, if you reference other works, you must properly cite the source(s) that you used in your post(s).</li> </ul> <p>2) Reply to at least two posts. These responses can be to students or the instructor.</p> <p>3) Responses to other individuals' posts should:</p> <ul style="list-style-type: none"> <li>Expand on their ideas.</li> <li>Discuss the differences between your thoughts and theirs.</li> <li>Explain why you agree or disagree.</li> </ul>
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**Part 2 of 2**

<b>Course Outcome</b>	<b>Instructional Objectives</b>	<b>Learning Activities</b>	<b>Graded Activities</b>
Create spreadsheets with formulas and graphs using Microsoft Excel.	Apply formulas, functions, and formatting to a spreadsheet.	<p>This week, you begin to learn how to include formulas and functions in Microsoft Excel. When creating <b>formulas</b>, please remember:</p> <ul style="list-style-type: none"> <li>Always begin with an equal sign (=).</li> <li>You can enter alphanumeric data directly or reference a cell within a formula.</li> <li>+ is the symbol to add numbers.</li> <li>- is the symbol to subtract numbers.</li> <li>/ is the symbol to divide numbers.</li> <li>* is the symbol to multiply numbers.</li> <li>A colon (:) indicates that all cell references between those identified before and after the</li> </ul>	<p><b>Individual Work (35 points)</b> This week's individual work is to correct the worksheet by applying several tasks learned in this chapter, i.e.,</p> <ul style="list-style-type: none"> <li>formatting,</li> <li>spell checking,</li> <li>applying functions, and</li> <li>calculations with cell references.</li> </ul> <p>Please review <b>Excel Chapter 2</b>, and the links and videos in eCollege. Then complete the following:</p> <ul style="list-style-type: none"> <li>"Make It Right:" <b>Correcting Functions and Formulas in a Worksheet</b> on pages <b>EX 148-149</b> in your textbook</li> <li>Note: The starter Excel file needed for this assignment can be found in the online course for this week.</li> </ul>

		<p>colon are included in the calculation.</p> <p>Pages <b>EX 90-99</b> show you how to enter and create simple formulas and how to use the AutoSum button.</p> <p>Pages <b>EX 98-106</b> explore basic functions, including:</p> <ul style="list-style-type: none"> <li>• Sum</li> <li>• Average</li> <li>• Min and Max</li> <li>• Range</li> </ul> <p>Please complete the following in order to prepare for this week's individual work:</p> <p>1) In the textbook, please read and review the following:</p> <ul style="list-style-type: none"> <li>• <b>Excel Chapter 2</b>, "Formulas, Functions, Formatting, and Web Queries" (pages <b>EX 82-144</b>).</li> <li>• <b>"Make It Right: Correcting Functions and Formulas in a Worksheet</b> on pages <b>EX 148-149</b> in your textbook.</li> </ul> <p>2) Using the links in your online course, please download the following files for use in this week's individual work.</p> <ul style="list-style-type: none"> <li>• "Make It Right: El Centro Diner Payroll"</li> </ul> <p>3) Using the link in your online course, please view the following short videos:</p> <ul style="list-style-type: none"> <li>• "To Enter a Formula Using the Keyboard"</li> <li>• "To Enter Formulas Using Point Mode"</li> <li>• "To Copy Formulas Using the</li> </ul>	<p><b>How to Save Your Assignments</b>  Save your worksheet as a Microsoft Excel 2007 (.xlsx) file that includes Your name, course code, and title in the file name.</p> <ul style="list-style-type: none"> <li>• For example: JaneSmith CGS2167 Work1.xlsx.</li> </ul> <p><b>How to Turn in Your Assignment</b></p> <p>Submit the worksheet to the <b>Week 8: Individual Work</b> basket in the Dropbox.</p>
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		<p>Fill Handle"</p> <ul style="list-style-type: none"> <li>• "To Determine the Average of a Range of Numbers Using the Keyboard and Mouse"</li> <li>• "To Determine the Highest Number in a Range of Numbers Using the Insert Function Box"</li> <li>• "To Determine the Lowest Number in a Range of Numbers Using the Sum Menu"</li> <li>• "To Copy a Range of Cells across Columns to an Adjacent Range Using the Fill Handle"</li> <li>• "To Verify a Formula Using Range Finder"</li> <li>• "To Change the Workbook Theme"</li> <li>• "To Change the Background Color and Apply a Box Border to the Worksheet Title and Subtitle"</li> <li>• "To Center Data in Cells and Format Dates"</li> <li>• "To Apply an Accounting Style Format and Comma Style Format Using the Ribbon"</li> <li>• "To Apply a Currency Style Format and Comma Style Format Using the Ribbon"</li> <li>• "To Apply a Currency Style Format with a Floating Dollar Sign Using the Format Cells Dialog Box"</li> <li>• "To Apply a Percent Style Format and Use the Increase Decimal Button"</li> <li>• "To Apply Conditional Formatting"</li> <li>• "To Change the Widths of Columns"</li> </ul>	
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		<ul style="list-style-type: none"><li>• "To Change the Heights of Rows"</li><li>• "To Change the Worksheet's Margins, Header, and Orientation in Page Layout View"</li></ul>	
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## Week Nine

### Part 1 of 3

Course Outcome	Instructional Objectives	Learning Activities	Graded Activities
<p>Create spreadsheets with formulas and graphs using Microsoft Excel.</p>	<p>Apply formulas, functions, and formatting to a spreadsheet.</p>	<p>Last week, you discussed foundational elements to revise formulas and format a spreadsheet. This week, you will discuss ways to apply formulas and functions within spreadsheets.</p> <p>To prepare for this week's class discussion, please review:</p> <ul style="list-style-type: none"> <li>• <b>Excel Chapter 2</b>, "Formulas, Functions, Formatting, and Web Queries" (pages <b>EX 82-144</b>).</li> </ul>	<p><b>Class Discussion (25 points)</b> The focus of this week's class discussion is how to apply formulas, functions, and formatting to a spreadsheet.</p> <p>After reading <b>Excel Chapter 2</b> and conducting any needed research on the Internet, please answer <i>all</i> of the questions below. Be sure to respond in a substantive manner.</p> <ul style="list-style-type: none"> <li>• How would you write a formula to calculate the average of your monthly expenses?</li> <li>• How would you construct an Excel formula to calculate your grocery expenses as part of your total expenses? For example, if your total grocery expenses for the month were \$230; what percent would that be of your total expenses of \$2,300? (Answer: 10%).</li> <li>• How do you troubleshoot a formula that is giving you an error?</li> </ul> <p>The minimum expectation for class discussions is to respond directly to each discussion prompt and respond to at least two other posts, either by a student or instructor, by the end of the week:</p> <p>1) Submit one main post responding directly to the discussion prompts.</p> <ul style="list-style-type: none"> <li>• This should be a substantive response to the topic(s) in your own words, referencing what you have discovered in your required reading and other learning activities.</li> <li>• You may use resources in addition to</li> </ul>

			<p>your textbook that support your post(s). However, if you reference other works, you must properly cite the source(s) that you used in your post(s).</p> <p>2) Reply to at least two posts. These responses can be to students or the instructor.</p> <p>3) Responses to other individuals' posts should:</p> <ul style="list-style-type: none"> <li>• Expand on their ideas.</li> <li>• Discuss the differences between your thoughts and theirs.</li> <li>• Explain why you agree or disagree.</li> </ul>
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**Part 2 of 3**

Course Outcome	Instructional Objectives	Learning Activities	Graded Activities
Create spreadsheets with formulas and graphs using Microsoft Excel.	Apply formulas, functions, and formatting to a spreadsheet.	<p>Last week, you discussed foundational elements to revise formulas and format a spreadsheet. This week, you will build a sales analysis worksheet determining quotas, percentages, and other functions requiring formula creation.</p> <p>In your textbook, please read the following in order to complete this week's individual work:</p> <ul style="list-style-type: none"> <li>• <b>Excel Chapter 2</b>, "Formulas, Functions, Formatting, and Web Queries" (pages <b>EX 82-144</b>).</li> <li>• <b>"In the Lab" Lab 1: Sales Analysis Worksheet (Part 1 Only)</b> on pages <b>EX 149-151</b> in your textbook. (Note that you are to create your own Excel worksheet from scratch.)</li> </ul>	<p><b>Individual Work (35 points)</b> This week's individual work is to create a sales analysis worksheet containing quotas, percentages, functions (MIN, MAX, AVERAGE), and other calculations.</p> <p>After reviewing <b>Excel Chapter 2</b> and the links and videos in eCollege, complete the following:</p> <ul style="list-style-type: none"> <li>• <b>"In the Lab" Lab 1: Sales Analysis Worksheet (Part 1 Only)</b> on pages <b>EX 149-151</b> in your textbook. (Note that you are to create your own Excel worksheet from scratch.)</li> </ul> <p><b>How to Save Your Assignments</b> Save your worksheet as a Microsoft Excel 2007 (.xlsx) file that includes Your name, course code, and title in the file name.</p> <ul style="list-style-type: none"> <li>• For example: JaneSmith CGS2167 Work1.xlsx.</li> </ul> <p><b>How to Turn in Your Assignment</b></p>

			Submit the worksheet to the <b>Week 9: Individual Work</b> basket in the Dropbox.
<b>Part 3 of 3</b>			
<b>Course Outcome</b>	<b>Instructional Objectives</b>	<b>Learning Activities</b>	<b>Graded Activities</b>
Create spreadsheets with formulas and graphs using Microsoft Excel.	Apply formulas, functions, and formatting to a spreadsheet.	To prepare for this week's quiz, please review the following in <i>Microsoft Office</i> : <ul style="list-style-type: none"> <li>• <b>Excel Chapter 2</b>, "Formulas, Functions, Formatting, and Web Queries."</li> </ul>	<b>Quiz (40 points)</b> This quiz contains multiple choice and true/false questions covering the following: <ul style="list-style-type: none"> <li>• <b>Excel Chapter 2</b>, "Formulas, Functions, Formatting, and Web Queries."</li> </ul>

## Week Ten

### Part 1 of 3

Course Outcome	Instructional Objectives	Learning Activities	Graded Activities
<p>Develop presentations containing animation and graphics using Microsoft PowerPoint.</p>	<p>Create a Microsoft PowerPoint presentation for use in business environments.</p>	<p>This week we begin the final leg of our exploration into Microsoft Office and begin to learn Microsoft PowerPoint, which is slideshow presentation application software. You may find this portion of class enjoyable and creative.</p> <p>To prepare for this week's class discussion, please begin to explore Microsoft PowerPoint and read:</p> <ul style="list-style-type: none"> <li>• <b>PowerPoint Chapter 1, "Creating and Editing a Presentation"</b> (pages <b>PPT 2-65</b>).</li> </ul>	<p><b>Class Discussion (25 points)</b></p> <p>The learning activities this week detail ways to create and manipulate slideshow presentations in Microsoft PowerPoint. As you will be creating a PowerPoint presentation for your individual work, please prepare by discussing the following questions. Be sure to answer <i>all</i> of the questions substantively.</p> <ul style="list-style-type: none"> <li>• What are some of the advantages of creating a PowerPoint presentation?</li> <li>• Give a specific, detailed example of how you would use PowerPoint in your workplace, school, community, or other context?</li> <li>• What are some tips that you can share with your peers on how to use PowerPoint?</li> </ul> <p>The minimum expectation for class discussions is to respond directly to each discussion prompt and respond to at least two other posts, either by a student or instructor, by the end of the week:</p> <p>1) Submit one main post responding directly to the discussion prompts.</p> <ul style="list-style-type: none"> <li>• This should be a substantive response to the topic(s) in your own words, referencing what you have discovered in your required reading and other learning activities.</li> <li>• You may use resources in addition to your textbook that support your post(s). However, if you reference other works, you must properly cite the source(s) that you used in your post(s).</li> </ul>

			<p>2) Reply to at least two posts. These responses can be to students or the instructor.</p> <p>3) Responses to other individuals' posts should:</p> <ul style="list-style-type: none"> <li>• Expand on their ideas.</li> <li>• Discuss the differences between your thoughts and theirs.</li> <li>• Explain why you agree or disagree.</li> </ul>
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**Part 2 of 3**

Course Outcome	Instructional Objectives	Learning Activities	Graded Activities
Develop presentations containing animation and graphics using Microsoft PowerPoint.	Create a Microsoft PowerPoint presentation for use in business environments.	<p>PowerPoint is often underestimated in terms of the extent of its capabilities. Primarily, it is presentation software with which you can <i>create a slideshow</i>. However, PowerPoint has several potential uses.</p> <p>For example, PowerPoint:</p> <ul style="list-style-type: none"> <li>• Contains word processing tools (formatting, drawing, and spelling).</li> <li>• Offers slide transition and object animations options.</li> <li>• Behaves as a webpage, should it contain internal or external hyperlinks.</li> <li>• Can include imported files (e.g., Excel worksheets, charts, or Word tables).</li> </ul> <p>Please complete the following in order to prepare for this week's individual work:</p> <p>1) In your textbook, please read and review the following:</p>	<p><b>Individual Work (35 points)</b> This week you discussed with your peers the nuances of Microsoft PowerPoint. You learned many ways in which PowerPoint is more than just slideshow presentation software.</p> <p>After reading <b>PowerPoint Chapter 1</b>, and reviewing the links and videos in eCollege, complete the following:</p> <ul style="list-style-type: none"> <li>• "In the Lab" <b>Lab 1: Creating a Presentation with Bulleted Lists</b> on pages <b>PPT 69-71</b> in your textbook.</li> </ul> <p><b>How to Save Your Assignment</b></p> <p>Save your presentation as a Microsoft PowerPoint 2007 (.pptx) file that includes Your name, course code, and title in the file name.</p> <ul style="list-style-type: none"> <li>• For example: JaneSmith CGS2167 Work1.pptx.</li> </ul> <p><b>How to Turn in Your Assignment</b></p> <p>Submit the presentation to the <b>Week 10: Individual Work</b> basket in the Dropbox.</p>

		<ul style="list-style-type: none"> <li>• <b>PowerPoint Chapter 1, "Creating and Editing a Presentation"</b> (pages <b>PPT 2-65</b>).</li> <li>• <b>"In the Lab" Lab 1: Creating a Presentation with Bulleted Lists</b> on pages <b>PPT 69-71</b> in your textbook.</li> </ul> <p>2) Using the links in your online course, please view the following short videos:</p> <ul style="list-style-type: none"> <li>• "To Start PowerPoint"</li> <li>• "To Choose a Document Theme"</li> <li>• "To Enter the Presentation Title"</li> <li>• "To Enter the Presentation Subtitle Paragraph"</li> <li>• "To Select a Paragraph"</li> <li>• "To Italicize Text"</li> <li>• "To Select Multiple Paragraphs"</li> <li>• "To Change the Text Color"</li> <li>• "To Select a Group of Words"</li> <li>• "To Increase Font Size"</li> <li>• "To Bold Text"</li> <li>• "To Decrease the Title Slide Title Text Font Size"</li> <li>• "To Save a Presentation"</li> <li>• "To Add a New Text Slide with a Bulleted List"</li> <li>• "To Enter a Slide Title"</li> <li>• "To Select a Text Placeholder"</li> <li>• "To Type a Single-Level Bulleted List"</li> <li>• "To Add a New Slide and Enter a Slide Title"</li> <li>• "To Type a Multi-Level Bulleted List"</li> </ul>	
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		<ul style="list-style-type: none"> <li>• "To Create a Third-Level Paragraph"</li> <li>• "To Duplicate a Slide"</li> <li>• "To Arrange a Slide"</li> <li>• "To Delete All Text in a Placeholder"</li> <li>• "To Change Document Properties"</li> </ul>	
<b>Part 3 of 3</b>			
<b>Course Outcome</b>	<b>Instructional Objectives</b>	<b>Learning Activities</b>	<b>Graded Activities</b>
Develop presentations containing animation and graphics using Microsoft PowerPoint.	Create a Microsoft PowerPoint presentation for use in business environments.	<p>To prepare for this quiz, please read the following in <i>Microsoft Office</i>:</p> <ul style="list-style-type: none"> <li>• <b>PowerPoint Chapter 1, "Creating and Editing a Presentation."</b></li> </ul>	<p><b>Quiz (40 points)</b> This quiz contains multiple choice and true/false questions covering the following:</p> <ul style="list-style-type: none"> <li>• <b>PowerPoint Chapter 1, "Creating and Editing a Presentation."</b></li> </ul>

## Week Eleven

### Part 1 of 4

Course Outcome	Instructional Objectives	Learning Activities	Graded Activities
<p>Develop presentations containing animation and graphics using Microsoft PowerPoint.</p>	<p>Construct a Microsoft PowerPoint presentation with illustrations and shapes.</p>	<p>Now that you learned the many aspects of Microsoft PowerPoint, you will begin to apply your knowledge and creativity as you produce your own slideshow presentation, enhanced with creative or practical interests. Specifically, you will learn to insert images (i.e., clipart or photographs) into individual slides within a PowerPoint presentation.</p> <p>To prepare for this week's class discussion, please review the following:</p> <ul style="list-style-type: none"> <li>• <b>PowerPoint Chapter 2, "Creating a Presentation with Illustrations and Shapes"</b> (pages <b>PPT 82-130</b>).</li> </ul>	<p><b>Class Discussion (25 points)</b> Having read <b>PowerPoint Chapter 2</b>, you should now understand how to enhance a PowerPoint presentation with bullets, numbering, font formatting, and image insertion. You may have even explored the ability to create hyperlinks, buttons, and other webpage-like functions available in PowerPoint. Please begin to share your insights with your peers, and answer <i>all</i> of the questions below. Be sure to respond with substantive content.</p> <ul style="list-style-type: none"> <li>• What are some issues you might run into if you add audio enhancements to your presentation?</li> <li>• For example, consider how you would gather information on workplace safety. Since there is so much information, how would you decide what to use and what to leave out?</li> </ul> <p>The minimum expectation for class discussions is to respond directly to each discussion prompt and respond to at least two other posts, either by a student or instructor, by the end of the week:</p> <p>1) Submit one main post responding directly to the discussion prompts.</p> <ul style="list-style-type: none"> <li>• This should be a substantive response to the topic(s) in your own words, referencing what you have discovered in your required reading and other learning activities.</li> <li>• You may use resources in addition to your textbook that support your post(s). However, if you reference other works, you must properly cite the source(s) that you used in your post(s).</li> </ul>

			<p>2) Reply to at least two posts. These responses can be to students or the instructor.</p> <p>3) Responses to other individuals' posts should:</p> <ul style="list-style-type: none"> <li>• Expand on their ideas.</li> <li>• Discuss the differences between your thoughts and theirs.</li> <li>• Explain why you agree or disagree.</li> </ul>
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**Part 2 of 4**

Course Outcome	Instructional Objectives	Learning Activities	Graded Activities
Develop presentations containing animation and graphics using Microsoft PowerPoint.	Construct a Microsoft PowerPoint presentation with illustrations and shapes.	<p>Slide presentations are visual presentations of ideas and content. Strategically inserting graphics and images can enhance a presentation. In this week's individual work, you will learn to insert objects, pictures, and shapes into a PowerPoint presentation.</p> <p>Please complete the following in order to prepare for this week's individual work:</p> <p>1) In your textbook, please read and review the following:</p> <ul style="list-style-type: none"> <li>• <b>PowerPoint Chapter 2, "Creating a Presentation with Illustrations and Shapes"</b> (pages <b>PPT 82-131</b>).</li> <li>• <b>"In the Lab" Lab 2: Creating a Presentation with Photographs Inserted from a File</b> on pages <b>PPT 137-139</b> in your textbook.</li> </ul> <p>2) Using the links in your online course, please download the following files for use in this</p>	<p><b>Individual Work (35 points)</b> This week's individual work is to construct a presentation with illustrations and shapes.</p> <p>After reading <b>PowerPoint Chapter 2</b> and reviewing the links and videos in eCollege, complete the following:</p> <ul style="list-style-type: none"> <li>• <b>"In the Lab" Lab 2: Creating a Presentation with Photographs Inserted from a File</b> on pages <b>PPT 137-139</b> in your textbook.</li> <li>• Note: The photographs needed for this assignment can be found in the online course for this week.</li> </ul> <p><b>How to Save Your Assignment</b></p> <p>Save your presentation as a Microsoft PowerPoint 2007 (.pptx) file that includes Your name, course code, and title in the file name.</p> <ul style="list-style-type: none"> <li>• For example: JaneSmith CGS2167 Work1.pptx.</li> </ul> <p><b>How to Turn in Your Assignment</b></p> <p>Submit the presentation to the <b>Week 11: Individual Work</b> basket in the Dropbox.</p>

		<p>week's individual work.</p> <ul style="list-style-type: none"> <li>• "Wk11Ch2 Asian Longhorn Beetle"</li> <li>• "Wk11Ch2 Emerald Ash Borer"</li> <li>• "Wk11Ch2 Gypsy Moth"</li> <li>• "Wk11Ch2 "Western Pine Beetle"</li> </ul> <p>3) Using the links in your online course, please view the following short videos:</p> <ul style="list-style-type: none"> <li>• "To Choose a Background Style"</li> <li>• "To Change the View to Slide Sorter View"</li> <li>• "To Change the View to Normal View"</li> <li>• "To Change the Slide Layout to Two Content"</li> <li>• "To Insert a Clip from the Clip Organizer into a Content Placeholder"</li> <li>• "To Insert a Photograph from a File into a Slide"</li> <li>• "To Resize Clip Art"</li> <li>• "To Delete a Placeholder"</li> <li>• "To Move Clips"</li> <li>• "To Format Title Text Using Quick Styles"</li> <li>• "To Change the Heading Font"</li> <li>• "To Shadow Text"</li> <li>• "To Change Font Color"</li> <li>• "To Format Slide 3 Text Using the Format Painter"</li> <li>• "To Add a Shape"</li> <li>• "To Resize a Shape"</li> <li>• "To Add Text to a Shape"</li> <li>• "To Format Shape Text and</li> </ul>	
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		<p>Add a Shape Quick Style"</p> <ul style="list-style-type: none"> <li>• "To Add a Transition between Slides"</li> </ul>	
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**Part 3 of 4**

<b>Course Outcome</b>	<b>Instructional Objectives</b>	<b>Learning Activities</b>	<b>Graded Activities</b>
Develop presentations containing animation and graphics using Microsoft PowerPoint.	Construct a Microsoft PowerPoint presentation with illustrations and shapes.	<p>Working with others can help you construct and execute a well-developed presentation. This week you will work with your peers to create a presentation with images and shapes.</p> <p>To prepare for this week's teamwork, please review the following:</p> <ul style="list-style-type: none"> <li>• <b>PowerPoint Chapter 2, "Creating a Presentation with Illustrations and Shapes"</b> (pages <b>PPT 82-131</b>).</li> <li>• <b>"In the Lab" Lab 2: Creating a Presentation with Photographs Inserted from a File</b> on pages <b>PPT 137-139</b> in your textbook.</li> </ul>	<p><b>Teamwork (35 points)</b> This week's teamwork is to construct a presentation with illustrations and shapes.</p> <p>Participate and complete the teamwork activity by entering the Teamwork area in your online course and completing the following tasks.</p> <p>Each team member is responsible for completion of a presentation on any subject concerning health.</p> <p>The presentation must</p> <ul style="list-style-type: none"> <li>• Include at least 5 slides</li> <li>• Have a colorful background and attractive formatting.</li> <li>• Contain pictures or ClipArt.</li> <li>• Contain bulleted lists of information.</li> <li>• Use slide transitions.</li> </ul> <p>Be sure your subject is different from your other teammates' subjects.</p>

			<p>Teamwork involves actively reviewing and critiquing your teammates' work throughout the week. Be sure to submit draft(s) of your presentation early for team feedback and post several critiques to others during the week.</p> <p>Each team member will need to upload their own completed presentation by posting to the teamwork discussion with the words "Final Submission" and attaching the PowerPoint 2007 (.pptx) file.</p> <p>Respond to at least two students by the end of the week.</p>
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**Part 4 of 4**

Course Outcome	Instructional Objectives	Learning Activities	Graded Activities
Develop presentations containing animation and graphics using Microsoft PowerPoint.	Construct a Microsoft PowerPoint presentation with illustrations and shapes.	<p>To prepare for this week's quiz, please read the following in <i>Microsoft Office</i>:</p> <ul style="list-style-type: none"> <li>• <b>PowerPoint Chapter 2, "Creating a Presentation with Illustrations and Shapes."</b></li> </ul>	<p><b>Quiz (40 points)</b> This quiz contains multiple choice and true/false questions covering the following:</p> <ul style="list-style-type: none"> <li>• <b>PowerPoint Chapter 2, "Creating a Presentation with Illustrations and Shapes."</b></li> </ul>

## Week Twelve

### Part 1 of 1

Course Outcome	Instructional Objectives	Learning Activities	Graded Activities
<p>Integrate Microsoft Office applications for use in business.</p>	<p>Integrate Microsoft Word, PowerPoint and Excel skills and knowledge into a business project.</p> <p>Refine formatting, spreadsheet formulas, illustrations and animations for a business presentation.</p>	<p>In this final week of class, you will integrate all the knowledge you acquired in class thus far into a final project. Your final individual work project will contain a Word business letter, Excel spreadsheet with an embedded chart, and a PowerPoint presentation.</p> <p>To prepare for this week's final project, please review the following textbook chapters:</p> <ul style="list-style-type: none"> <li>• <b>Word Chapter 3.</b> "Creating a Cover Letter and a Resume" (pages <b>WD 146-202</b>).</li> <li>• <b>Excel Chapter 1.</b> "Creating a Worksheet and an Embedded Chart"(pages <b>EX 2-69</b>).</li> <li>• <b>Excel Chapter 2.</b> "Formulas, Functions, Formatting, and Web Queries" (pages <b>EX 82-144</b>).</li> <li>• <b>PowerPoint Chapter 1.</b> "Creating and Editing a Presentation" (pages <b>PPT 2-65</b>).</li> <li>• <b>PowerPoint Chapter 2.</b> "Creating a Presentation with Illustrations and Shapes" (pages <b>PPT 82-131</b>).</li> </ul>	<p><b>Individual Work</b>  <b>CGS2167 Final Project (100 points)</b>                      This week, you will create a final project using Word, Excel, and PowerPoint</p> <p>The final is divided into three parts. You have the entire week to complete it. You can submit each portion individually in your Dropbox throughout the week.</p> <p>After reviewing the textbook chapters and links from previous weeks in eCollege, complete the CGS2167 Final Project as instructed. You will create</p> <ul style="list-style-type: none"> <li>• A business letter.</li> <li>• An Excel worksheet with an embedded chart.</li> <li>• A slide presentation with graphics.</li> </ul> <p><b>How to Save Your Assignment</b></p> <p>Save your files as follows:</p> <ul style="list-style-type: none"> <li>• Business letter as a Microsoft Word 2007 (.docx) file</li> <li>• Excel worksheet as a Microsoft Excel 2007 (.xlsx) file</li> <li>• Presentation as a Microsoft PowerPoint 2007 (.pptx) file</li> </ul> <p>Include your name, course code, and title in the file names.</p> <ul style="list-style-type: none"> <li>• For example: JaneSmith CGS2167 Work1.pptx.</li> </ul> <p><b>How to Turn in Your Assignment</b></p> <p>Submit the files to the <b>Week 12: CGS2167 Final Project</b> basket in the Dropbox.</p>

			<p><b>Class Discussion (ungraded)</b> Use this area to discuss any difficulties you are having with your final project and to communicate with our classmates.</p>
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