



## Articulation Agreement Course Competencies and Provisions

### OFF185 Intro to Microsoft Office: Integration

1 Credit

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

### PROVISIONS

1. Student must be enrolled in the required high school class.
2. Student must receive an A or B grade (minimum 2.9 or better) and complete all competencies.
3. All required Tech Prep forms must be sent to BBCC **within 30 days** of course completion.
4. Teachers must assign student grades and credits **within 30 days** of course completion.

### 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.

**Objectives:** Include the following elements into a PowerPoint presentation:

1. Integrate a Word document.
2. Integrate an Excel document.
3. Integrate an Access document.
4. Choose an appropriate template or look for the presentation.
5. Include clip art or photographs.
6. Include transitions.
7. Include animated bullets and change the style of bullets at least once.
8. Include the animated objects.
9. Use sound effects. (Use good judgment; don't overdo.)
10. Customize the color scheme and background of two or more slides.
11. Use your name and OFF185 as a footer.
12. Include at least one AutoShape. Customize the object's size and color.
13. Use the slide timing feature. Be sure you allow ample time for each slide.
14. Use a minimum of ten slides.
15. 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.**

**Grading Criteria:**

Grade of 3.5 to 4.0	Grade of 2.5 to 3.4	Grade of 1.5 to 2.4
◆ Complete steps 1, 2, 3, & 4 ◆ Complete a total of 13-15 features listed above and submit a mailable project.	◆ Complete steps 1, 2, 3, & 4 ◆ Complete a total of 11 or 12 features listed above and submit a mailable project.	◆ Complete steps 1, 2, 3, & 4 ◆ Complete a minimum of 10 features listed above and submit a mailable project.

**Additional Instructions:**

When PowerPoint presentations are printed, incredible amounts of toner are used. Replacing toner cartridges is expensive; therefore, please consider the following suggestions when you are printing presentations.

- ❖ Avoid printing unnecessarily. Proofread carefully **before** printing.
- ❖ Avoid dark backgrounds.
- ❖ When you are ready to print the presentation the last time, ask for instructions to print in color.

**Evaluating a Presentation:**

As you create a presentation, keep in mind that good design involves preparation. An effective presentation is both, focused and visually appealing—easy for the speaker to present and easy for the audience to understand. In evaluating a presentation, it is important to:

- Keep your message focused
- Keep your text concise
- Keep the design simple, easy to read, and appropriate for the content
- Choose attractive colors that make the slide easy to read
- Choose fonts and styles that are easy to read and emphasize important text
- Use visuals to help communicate the message of your presentation

**Items to Print and to Submit:**

1. Print and label a copy of the outline.
2. Print and label a copy of all documents created in Word, Excel, and Access.
3. Print and label a copy of the handouts (3 per slide) of the presentation.
4. Print and label note pages.
5. Make two copies of your presentation on disk: one to turn in upon completion of your project and one for yourself. Submit (1) your presentation in its final format and (2) the disk to the person on duty at the reception desk.

**Topics:**

**Sample Topics are listed below.**

1. You work for a travel agency. Determine which countries were the most popular vacation spots. Make projections for next year. Prepare a slide presentation for the branch manger.
2. You are the person in your company who recommends which software packages should be purchased.
3. You have decided to recommend Microsoft Office. Create a PowerPoint presentation illustrating the advantages of each application in the Office suite.

4. You have been asked to give a six-week basic computer course for adults who have never used a computer. It is your responsibility to create slides for the course introduction, course description, course requirements, course textbooks, and grading policy. Each weekly class session lasts for 50 minutes. Each student has a computer on his/her desk.
5. Assume you will present a lecture on one of the units in your textbook. Use PowerPoint to outline your presentation.
6. Suppose you are the owner of your own store in downtown Moses Lake. You compare first and second quarter sales and then project sales for third quarter.
7. You are a member of the Lioness' Club of Moses Lake. As treasurer, it is your responsibility to prepare a report that shows what food items were sold (such as space burgers) at last summer's Grant County Fair and to make a recommendation (projection) as to what should be sold at next year's fair.
8. You are a member of the Care Team at Moses Lake High School. Each year the Care Team sponsors a retreat on leadership for students. Money must be raised. You have been chosen to speak to various clubs including Rotary. You decide to prepare a PowerPoint presentation to emphasize the needs and costs of the retreat.
9. You are the personal secretary to the Governor's wife. She asks you to prepare a budget for the Christmas party for all of the staff (100 people). She quotes a figure of \$3,500. Things to consider could include money for gifts, decorations, invitations, food, entertainment, etc. You prepare two proposals and decide to create a PowerPoint presentation to illustrate your ideas.
10. You have been asked by your instructors to prepare a presentation to promote the Office Information Technology program. Things to consider: competency-based courses, variable credit, structured courses, job placement (compare the number of graduates working to those who completed one year), etc. Be creative!