BIM 180 – Introduction to Microsoft Office: Word, Excel, Access, PowerPoint, Integration 1-5 Credits

**Word – 1st credit**
1. Understand word processing software
2. Explore Word
3. Start, save, view, and navigate a document
4. Select and format text
5. Create a document using a template
6. Cut, copy, paste, find, & replace text
7. Use the Office Clipboard
8. Check spelling and grammar
9. Research information
10. Add hyperlinks
11. Work with document properties
12. Insert clip art
13. Add bullets, numbering, borders, & shading
14. Work tabs and indents
15. Change line & paragraph spacing
16. Use the Format Painter
17. Format with fonts
18. Align paragraphs & set margins
19. Create sections and columns
20. Insert page breaks & numbers
21. Add headers, footers, footnotes, & endnotes
22. Insert a table and citations
23. Manage courses & create bibliography

**Excel – 2nd credit**
1. Understand spreadsheet software
2. Explore Excel
3. Understand & format formulas
4. Enter labels and values & use the Sum feature
5. Enter & edit formulas
6. Switch worksheet views
7. Choose print options
8. Insert & type functions
9. Copy, edit, & move cell entries
10. Understand relative & absolute cell references
11. Round a value with a function
12. Change font, font size, font styles, & alignment
13. Adjust, insert, and delete rows & columns
14. Apply colors, patterns, borders, & conditional formatting
15. Rename & move a worksheet
16. Plan, create, move, resize, & format charts
17. Change chart design & layout
18. Annotate & draw on a chart
19. Integrate data between Word & Excel
20. Copy data and a chart from Excel to Word
21. Create linked objects
22. Embed a Word file in Excel

**Access – 3rd credit**

1. Understand relational databases
2. Explore Word
3. Explore and create a database
4. Create a table & primary keys
5. Relate two tables
6. Enter & edit data
7. Use various Wizards
8. Work with data in a query
9. Use Query Design View
10. Sort, find, & filter data
11. Apply AND & OR criteria
12. Format a datasheet
13. Use the Form Wizard
14. Create a split form & calculations
15. Use various Layout View
16. Add fields to a form
17. Modify form controls
18. Modify tab order
19. Insert an image
20. Review report sections
21. Apply group & sort orders
22. Add subtotals & counts
23. Resize & align controls
24. Format a report
25. Create mailing labels
26. Integrate data among Word, Excel, & Access
27. Import an Excel sheet into Access
28. Copy a Word table to Access
29. Link an Access table to Excel and/or Word

**PowerPoint – 4th credit**

1. Understand & define presentation software
2. Explore PowerPoint
3. Plan an effective presentation
4. Examine the PowerPoint window
5. Enter & format text
6. Add slides
7. Apply design themes
8. Compare presentation views
9. Print presentations
10. Convert text to SmartArt
11. Insert, modify, edit, & duplicate shapes
12. Align & group objects
13. Add slide headers & footers
14. Using proofing & language tools
15. Insert text from Word
16. Insert clip art, text box, chart, and table
17. Insert & style a picture
18. Enter & edit chart data
19. Insert & format WordArt
20. Modify masters
21. Customize
22. Use commands
23. Set transitions & timings
24. Animate
25. Inspect & evaluate presentations
26. Create a template
27. Integrate data among Word, Excel, Access, & PowerPoint
28. Import a Word outline into PowerPoint
29. Embed and Excel worksheet in PowerPoint
30. Link Access & Excel objects to PowerPoint
31. Manage Links

**Integration – 5th credit**
1. Integrate a Word document.
2. Integrate an Excel document.
4. Use a minimum of ten slides.
5. Choose an appropriate design theme for the presentation.
6. Format text changing color, font, and size.
7. Include clip art and/or photographs.
8. Include transitions throughout the presentation.
9. Include animated bullets. Change the style of bullets at least once.
10. Include the animation of objects such as graphics, SmartArt diagrams, charts and chart elements.
11. Convert text to SmartArt.
12. Insert, duplicate, and align and group objects.
13. Insert and format WordArt.
14. Customize background style of one slide (noticeably).
15. Use your name and OFF 180 as a footer.
16. Use slide show commands.
17. Use the slide timing feature. Allow ample time for each slide.
18. Prepare note pages. (Include notes on at least two slides.)
19. Format a datasheet
20. Create a form
21. Use Form Layout View
22. Add fields to a form
23. Modify form controls
24. Create calculations
25. Modify tab order
26. Insert an image
27. Preview a report
28. Use the Report Wizard
29. Use Report Design View
30. Use report sections
31. Add subtotals and counts
32. Resize and align controls
33. Format a report
34. Change page layout

**These course competencies have been approved by:**
*Daneen Berry-Guerin, BBCC Faculty*