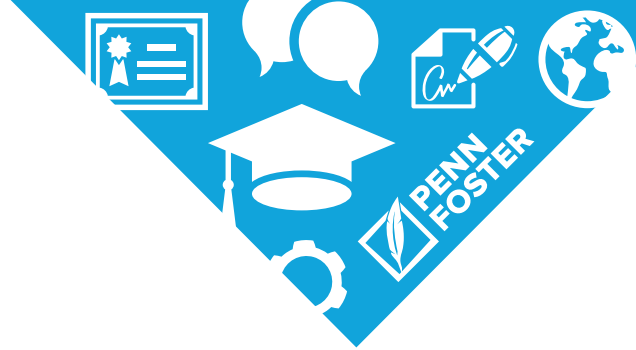


# Microsoft Office 2016

## PROGRAM OUTLINE



### PROGRAM GOAL AND OUTCOMES

#### Program Goal

To provide students with detailed instruction in how to use the Microsoft Office applications Word, Excel, and PowerPoint, as well as how to integrate Word, Excel, and PowerPoint.

Program Outcomes	Courses	Evidence of Learning
Demonstrate the fundamental skills needed to use the MS Word word-processing application	CSC035: Microsoft Word	Multiple-choice lesson exams, graded project
Create new Word documents, edit and format existing Word documents, add graphics and tables to Word documents, and merge Word documents	CSC035: Microsoft Word	Multiple-choice lesson exams, graded project
Demonstrate the fundamental skills needed to use the MS Excel spreadsheet application	CSC040: Microsoft Excel	Multiple-choice lesson exams, graded project
Create and Excel spreadsheet; apply design and formatting to make worksheet data easier to understand; produce calculations using formulas and functions; incorporate useful charts and graphs; add, delete, sort, and lay out table data	CSC040: Microsoft Excel	Multiple-choice lesson exams, graded project
Demonstrate the fundamental skills needed to use the MS PowerPoint presentation application	CSC045: Microsoft Powerpoint	Multiple-choice lesson exams, graded project
Explain the basic elements and fundamentals of Microsoft PowerPoint; create a presentation; develop presentations with slide transitions, animations, graphics, and media files; work with PowerPoint tools, tables, and charts; apply Slide Master; and insert hyperlinks	CSC045: Microsoft Powerpoint	Multiple-choice lesson exams, graded project
Demonstrate the skills necessary to integrate an Excel spreadsheet into a Word document	CSC050: Microsoft Office Integration	Multiple-choice lesson exams, graded project

<p>Identify the tools used to integrate Word and Excel files, embed an Excel worksheet into a Word document, embed an Excel chart or graph into a Word document, explain the difference between object linking and embedding, describe the procedure for linking an object to a Word document, develop a form letter with form fields, and merge a spreadsheet with a form letter</p>	<p>CSC050: Microsoft Office Integration</p>	<p>Multiple-choice lesson exams, graded project</p>
<p>Demonstrate the skills necessary to integrate a Word document and table, and an Excel chart with a PowerPoint Presentation</p>	<p>CSC050: Microsoft Office Integration</p>	<p>Multiple-choice lesson exams, graded project</p>
<p>Identify the tools used to integrate Word, Excel, and PowerPoint files, create PowerPoint presentations, place and manipulate clip art in a PowerPoint slide, work with themes and templates, add notes to a PowerPoint slide show, set the slide transitions for a PowerPoint slide show, embed and link Word and Excel material in PowerPoint presentations; and create a photo album slide show</p>	<p>CSC050: Microsoft Office Integration</p>	<p>Multiple-choice lesson exams, graded project</p>

# PROGRAM STRUCTURE

## SYP101: Orientation

Lesson 1                                      Starting Your Program

## CSC040: Microsoft Excel

Lesson 4                                      Microsoft Excel

Lesson 5                                      Microsoft Excel Graded Project

## CSC035: Microsoft Word

Lesson 2                                      Microsoft Word

Lesson 3                                      Microsoft Word Graded Project

## CSC045: Microsoft PowerPoint

Lesson 6                                      Microsoft PowerPoint

Lesson 7                                      Microsoft PowerPoint Graded Project

## CSC050: Microsoft Office Integration

Lesson 8                                      Integrating Word and Excel

Lesson 9                                      Integrating Word and Excel Graded Project

Lesson 10                                    Integrating Word, Excel, and Other Data into PowerPoint

Lesson 11                                    Integrating Word, Excel, and Data into PowerPoint Project

## COURSE DESCRIPTIONS AND OBJECTIVES

### SYP101: Orientation

Succeed by learning how to use your Penn Foster program.

By the end of this course, you'll be able to:

- Understand how to use your Student Portal.
- Access the Penn Foster Community and use it to find answers.
- Connect with Penn Foster on various social media sites.

### CSC035: Microsoft® Word™

Microsoft Office 2016 allows people to create documents, spreadsheets, presentations, and databases. This course will teach you how to use MS Word. In this course, you'll learn how to use MS Word 2016 to create and edit text documents, insert figures and tables, and format pages for a variety of uses.

By the end of this course, you'll be able to:

- Identify how to create various Microsoft Word documents
- Write a sound Microsoft Word 2016 letter

### CSC040: Microsoft® Excel®

Microsoft Office 2016 allows people to create documents, spreadsheets, presentations, and databases. This course will teach you how to use MS Excel. You'll learn how to use MS Excel to organize and format data, including charts, formulas, and more complex tables.

By the end of this course, you'll be able to:

- Identify how to create various Microsoft Excel documents
- Produce a thorough Microsoft Excel 2016 spreadsheet

### CSC045: Microsoft® PowerPoint®

Microsoft Office 2016 allows people to create documents, spreadsheets, presentations, and databases. This course will teach you how to use three popular tools from the MS Office Suite— MS Word, MS Excel, and MS PowerPoint. In this course, you'll learn how to use MS Word 2016 to create and edit text documents, insert figures and tables, and format pages for a variety of uses. You'll then learn how to use MS Excel to organize and format data, including charts, formulas, and more complex tables. Next, you'll learn how to use MS PowerPoint to create and deliver slide shows. Finally, you'll complete a computer applications graded project, which will test the skills acquired in Word, Excel, and PowerPoint.

By the end of this course, you'll be able to:

- Identify the basic skills needed to use Microsoft PowerPoint
- Create a visually engaging PowerPoint presentation

### CSC050: Integrating MS Office Applications

Database applications; integrating word processing, spreadsheet, and presentation software applications.

By the end of this course, you'll be able to:

- Create integrated Office documents using Word and Excel
- Prepare a spreadsheet and a Word document for a prospective client

- Add to PowerPoint using Word, Excel, and other data
- Create a PowerPoint presentation including an outline, video file presentation, table of statistics, and spreadsheet

**Note:** The titles of your learning materials may be different from those listed on your program outline. There is no need to call your instructor about these differences. While the titles of certain learning materials may differ, the educational content is the same. All learning materials are designed to give you the finest education in your field. If you need instructional assistance, however, be sure to call for help. We reserve the right to revise the program of study and the instructional materials and to substitute for the items of equipment offered.