

Course 400: Microsoft Office 2010 Specialist (MOS 2010)

Objectives

Students will comprehend the following upon completion of this course:

- Create text-enriched documents in Microsoft Word
- Utilize functions and cell formatting in Microsoft Excel
- Create organizational and functional presentations in Microsoft PowerPoint
- Design and implement relational databases in Microsoft Access
- Organize and manage contact information using Microsoft Outlook
- Save Microsoft Office content for the Web

Prerequisites

Students should have general knowledge about operating a Windows-based PC.

Books and Materials

[MOS Study Guide 2010 For Microsoft Word, Excel, PowerPoint & Outlook Exams](#)

ISBN: 978-0-7356-4875-3

Course Policies

Class attendance is mandatory for all students and will be enforced in accordance with the guidelines described in the school's Student Information Publication catalog. Students who miss a class with a valid excuse must arrange personal time with the instructor to make up any missed work and assignments. No software used in the course may be removed from the school premises and installed on personal computers at a student's home. Evaluation software will be provided for student's to use during the course if they wish to do additional work at home.



Course Description

Microsoft Office 2010 provides tools and technologies to help IT managers more easily deploy, administer, and maintain Microsoft Office technologies, while empowering employees do their jobs more effectively. Improvements in the design, layout, and features of Microsoft Office 2010 can help employees better organize, find, and prioritize their business communications. Microsoft Office 2010 solutions provide access to information to improve decision-making and reduce inefficiencies and errors resulting from unnecessary re-creation of information.

Course Syllabus Breakdown

Part I: Microsoft Word 2010

- Printing documents, inserting page numbers, page orientation, headers and footers, aligning text, printing envelopes and labels, section formatting, saving and opening documents, creating new documents, hyperlinks, templates, creating and formatting tables, borders and shading, table properties
- Applying font formats, using the undo and redo commands, inserting page breaks, highlighting text in a document, inserting and moving text, copying and cutting and pasting text, using the Format Painter, finding and replacing text, inserting the date and time, AutoCorrect
- Sorting lists, paragraphs and tables, page borders, bookmarks, watermarks, footnotes and endnotes, master and subdocument documents, table of contents, cross references, indexes, embedding worksheets in a table, performing calculations in a table, linking Microsoft Excel data as a table
- Adding and position graphics, create and modify charts, import data into charts, creating a mail merge, inserting fields, creating and using macros, inserting comments, protect documents, creating multiple versions of documents, tracking changes, round trip documents from HTML

Part II: Microsoft Excel 2010

- Using the undo and redo commands, clearing cell content, entering dates, text and numbers, editing cell content, inserting and deleting cells, cutting and copying and pasting cell content, using the Find and Replace commands, clearing cell formats, working with series, hyperlinks, Saving, opening and creating new documents, creating a folder, using templates, saving worksheets as Web pages, Microsoft Office Assistant
- Font and number formatting, Autoformats, merging cells, styles, printing and previewing documents, headers and footers, freezing and unfreezing rows and columns

- Moving between worksheets, 3D references, entering formulas, AutoSum, basic functions, date functions, financial functions, logical functions, inserting and modifying charts

Part III: Microsoft PowerPoint 2010

- Creating blank presentations, AutoContent Wizard, types of slides, deleting slides, creating new presentation from existing slides, headers and footers, Slide Sorter view, find and replace text, changing slide layout, Slide Master, slide sequence in outline pane, design templates, import text from Microsoft Word, promoting and demoting text
- Clip Art, formatting, adding graphics, scaling and sizing graphics, creating tables, rotating and filling objects, AutoNumber bullets, speaker notes, slide transitions, animate text and objects, printing slides in different formats, slide show navigation tools, using pen during presentation, saving changes, saving as a new presentation, publishing for the Web, hyperlinks

Part IV: Microsoft Access 2010

- Determining appropriate data inputs/outputs for database, creating table structures, establishing table relationships, Microsoft Office Assistant, Objects Bar, printing database objects, navigating through records in a table, query or form, creating a new database, creating tables using wizard, primary keys, field properties, data types, modifying tables in the Design View, Lookup Wizard, Input Mask Wizard, creating forms using the Form Wizard, Control Toolbox, Modify Format Properties, form sections, and more

Part V: Microsoft Outlook 2010

- Reading/sending/composing mail, printing mail, mail features, address book, navigation within mail, working with attachments, signatures, mail templates, customize menu and task bars, creating mail folders, sorting mail, viewing options, archive messages, filters, navigating with calendar, and more.