

Learning Microsoft Office PowerPoint and Excel Mrs. Iannicelli Syllabus

Welcome to Microsoft Office PowerPoint and Excel!! I am looking forward to working with you and having a successful semester together. I would like to describe what we will learn, the activities involved, and my expectations for the course.

### **Course Content:**

We will be learning and exploring Microsoft Office PowerPoint and Excel

This interactive course offers a working overview of Microsoft PowerPoint and Excel programs. We will learn the basics of PowerPoint and Excel, creating, saving and printing documents. Utilize basic skills and find out how to use different features. Discover how to create formulas to manipulate data. PowerPoint is a performance-based program enabling students to create computer generated slide shows for use in presentations for classes, clubs or other activities. Students execute specific tasks which will result in an immediate improvement in their computer and communication skills. The introduction to Google Doc's PowerPoint will also be introduced and used.

#### **Course Objectives:**

#### PowerPoint: Students will be able to:

- 1. Getting Started with PowerPoint/Google Slides Working with Slides, Notes, Header/Footers
- 2. Insert/Format Pictures, Format/Align Text, Use Presentation Outline Arrange Slides, Apply Slide Transition
- 3. Work with Bulleted/Numbered Lists, Using Clip art, symbols and Textboxes, Shapes
- 4. Word Art and Smart Art Creating a Photo album
- 5. Modifying Theme/Backgrounds, Applying Animations
- 6. Creating Multimedia Presentations Working with Table and Charts

#### Excel: Students will be able to:

- 1. Introduction to Microsoft Excel/Google Sheets, Worksheet Basics, adding Contents
- 2. Cell entries, Formatting
- 3. Ranges, Creating formulas
- 4. Copy/Paste, Moving Data
- 5. Simple quick Charts, Print Operations
- 6. Formulas, Functions
- 7. Excel Tables, NOW Functions/Named Ranges
- 8. IF Functions
- 9. Frozen Labels, Frozen Labels/Panes Conditional Formatting
- 10. Rotating Entries, Resolving Errors, Advanced Print Operations

You will be responsible for:

- A. Vocabulary done and passed in each Chapter
- B. Step by Step from book for each Chapter
- C. Try It! Sections throughout ChapterD. Projects in the back of Chapter
- E. Individual Projects in class
- F. Quizzes and Test for Chapter
- G. Warm-up Vocabulary Words from Chapter
- H. Taking proper care of work area and equipment

## Attendance:

If you are absent, you will be responsible for the lesson and or quiz/test given during your absence. It is your responsibility to keep up with the current assignment. This work can be made up in the library after school.

### **Expectations:**

The ability to stay on task, to follow directions, and to follow rules are critical behaviors for success in this course. Learning independent work habits, knowing how to listen, taking responsibility for assignments and materials, attending class regularly, and arriving on time do have a direct relationship on success and good grades.

## **Classroom Rules:**

- 1. Arrive to class on time.
- 2. Come to class prepared.
- 3. Raise your hand in class when you would like to share your ideas.
- 4. Keep your hands, feet, and other objects to yourself.
- 5. Complete the work assigned and give it your best effort.
- 6. Be courteous and respectful toward others.
- 7. Respect classroom and school property.

# Failure to comply with these rules will result in:

- 1. A warning
- 2. Closing down computer and doing work after school
- 3. Calling Parent
- 4. Detention
- 5. Sent to Principal

If you are having trouble with a lesson or feel you need extra help, please make arrangements to meet with me.

## Good Luck let's have a great semester!!!!!