EXCELSIOR COLLEGE

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CENTER FOR PROFESSIONAL DEVELOPMENT

ADMINISTRATIVE PROFESSIONAL WITH MICROSOFT OFFICE SPECIALIST 2007 TRAINING

480 Hours/12 Months/Instructor-Facilitated
Course Code: **CPD027**

OVERVIEW

This Administrative Professional with Microsoft Office Specialist 2007 (MOS) Training Program will teach you the skills needed to become a successful administrative professional using the Microsoft Office 2007 suite of programs. You'll receive training on the most popular Microsoft Office 2007 programs, including Word, Excel, Access, PowerPoint, and Outlook, running on the Vista operating system. Upon successful completion of this program, you'll be prepared to take the MOS 2007 certification exam offered by Microsoft.

OBJECTIVES

Upon successful completion of the Administrative Professional with Microsoft Office Specialist 2007 Training Program, you should be able to:

- Determine major business challenges and provide possible solutions
- Set clear business goals and make informed decisions
- Demonstrate effective verbal, nonverbal, and written communication
- Create and deliver business presentations using visuals
- Develop and train staff on effective customer service skills
- Describe types of computers, input and storage devices, and networks commonly found in businesses
- Understand the importance of records management
- Demonstrate efficient meeting management
- Develop a clear career plan and advancement strategies

Upon successful completion of the Microsoft Office Specialist section of the Administrative Professional with Microsoft Office Specialist Program, you should be able to use the Microsoft Office suite of software effectively and knowledgeably. Each program and the skills you'll learn are listed below.

Microsoft Excel

- Create a spreadsheet
- Create formulas with the Function Wizard or manually
- Audit equations and troubleshoot errors
- Analyze data by using Sort, Filter, Subtotal, and PivotTables
- Format spreadsheets, graphs, and lists for printing

Microsoft Word

- Create a document
- Format fonts, paragraphs, bullets, and tables
- Use tables for online forms and Web page designs
- Automate mail merges
- Share documents with a workgroup

Microsoft PowerPoint

- Create a slideshow
- Format fonts, paragraphs, bullets, and text boxes
- Use custom animation, slide transitions, and effects
- Use graphics, sound, and on-screen navigation
- Prepare a slideshow for live presentations and kiosk demonstrations

Microsoft Outlook

- Use e-mail and Contacts, and work with attachments safely
- Organize the Inbox and filter junk mail
- Schedule meetings, recurring appointments, and tasks
- Analyze Outlook data in Microsoft Excel or Access

Microsoft Access

- Create tables, forms, and reports
- Use queries to find, filter, update, and calculate
- Create forms that handle data automatically
- Optimize the database for easy navigation and data input

MATERIALS INCLUDED

- *Procedures & Theory for Administrative Professionals, 6th Edition*
- *Beginning Guide to Microsoft Word 2007*
- *Intermediate Guide to Microsoft Word 2007*
- *Advanced Guide to Microsoft Word 2007*
- *Beginning Guide to Microsoft Excel 2007*
- *Intermediate Guide to Microsoft Excel 2007*
- *Advanced Guide to Microsoft Excel 2007*
- *Beginning Guide to Microsoft Access 2007*
- *Intermediate Guide to Microsoft Access 2007*
- *Advanced Guide to Microsoft Access 2007*
- *Complete Guide to Microsoft PowerPoint 2007*
- *Complete Guide to Microsoft Outlook 2007*
- *Complete Guide to Microsoft Windows Vista*
- 180-day free trial of Microsoft Office 2007 Professional and Microsoft Office 2007 CourseNotes from Course Technology

OUTLINE

1. **Administrative Professional**
    a. The Dynamic Workplace
        i. The Workplace—Constantly Changing
        ii. Workplace Team and Environment
        iii. The Virtual Workplace
    b. Workforce Behaviors
        i. Your Professional Image
        ii. Anger, Stress, and Time Management
        iii. Ethical Theories and Behaviors
    c. Communication Essentials
        i. Written Communications
        ii. Verbal Communication and Presentations
        iii. Customer Service
    d. Technology Basics
        i. Technology Update
        ii. Workplace Mail and Copying
        iii. Telecommunications—Technology and Etiquette
    e. Records and Financial Management
        i. Managing Records
        ii. Personal Finance
    f. Meetings and Travel
        i. Event Planning
        ii. Travel Arrangements
    g. Career Advancement
        i. Job Search and Advancement
        ii. Leadership

2. **Microsoft Certified Application Specialist Units**
    a. Beginning Windows
        i. Format Text and Use Commands
        ii. Beginning Hardware Troubleshooting
        iii. File Management and Administration Features and Procedures
    b. Word
        i. Beginning
            1. Editing Functions
            2. Insert and Resize Pictures
            3. Time-stamp Documents
        ii. Intermediate
            1. Create and Format Tables
            2. Use Mail Merge
            3. Save as Web Page
        iii. Advanced
            1. Create and Modify Forms
            2. Protect the Document
    c. Excel
        i. Beginning
            1. Insert and Delete Rows and Columns

        2. Apply Number Format (Currency and Percent)
        3. Use Functions: Average and IF
    ii. Intermediate
        1. Worksheets
        2. Absolute and Relative References
        3. Auditing Tool Bar
    iii. Advanced
        1. Pivot tables
        2. Online Form With Drop-down Lists
        3. VLookup Function
d. PowerPoint
    i. Beginning
        1. Create a Presentation From a Template or Wizard
        2. Work With Graphics and Text Boxes
        3. Animation Effects
    ii. Advanced
        1. Sound Effects
        2. Import Slides From Other Programs
e. Access
    i. Beginning
        1. Create Queries
        2. Use and Design Tables
        3. Write and Test Update Queries
    ii. Intermediate
        1. Create Forms With Subforms
        2. Use Criteria and Parameters
        3. Sorting and Grouping
    iii. Advanced
        1. Automate Data Entry
        2. Create Mail Merge
        3. Optimize a Database for Multiple Users
f. Outlook
    i. Use Mail Features
    ii. Create a Distribution List
    iii. Work With Attachments
    iv. Archive Messages
    v. Handle Junk Mail

COMPUTER REQUIREMENTS

- This program must be taken on a PC running Windows Vista Business Edition and using IE 7 or later browsers.
- Adobe Acrobat Reader and Adobe Flash Player are required.
- Internet access (a high-speed connection is recommended)
- Hardware requirements:
    - Processor: 1 GHz 32-bit (x86) or 64-bit (x64)
    - RAM: 1 GB of system memory
    - Hard Drive: 40 GB with at least 15 GB of available space
    - Video: Support for DirectX 9 graphics with
    - WDDM Driver

- 128 MB of graphics memory
- Pixel Shader 2.0 in hardware
- 32 bits per pixel
- DVD-ROM drive
- Audio output

INSTRUCTOR BIO

Clair Dickinson earned her B.S. in secondary English at Eastern Michigan University in Ypsilanti, Michigan, and is certified to teach English and history at the high school level. She also met all of the standards for teaching with technology as outlined by COATT (Consortium for Outstanding Achievement in Teaching with Technology.) Clair is considered highly qualified to teach computer courses, including Microsoft Office 2003 and 2007, Windows XP, and Windows Vista.

Clair is currently working on a Master's degree in educational media and technology through Eastern Michigan University's online distance learning program. The program explores ways to infuse technology into the learning experience so that learning is interactive.

Elizabeth Ann Nofs is co-founder and the creative director for Comma Project, LLC. Her research on how men and women approach computer learning provided the foundation for the Comma Method of training, as well as The Computer Mama Show, a pilot produced with WFUM/TV28 (PBS), Flint, Michigan.

Elizabeth is the designer and developer of the Complete Computer Guide series. The teaching methodology incorporated into the guide series is a breakthrough in producing gender-balanced training with outstanding student completion, retention, and mastery rates.

Elizabeth has been a network administrator for many businesses as well as a Microsoft course instructor. Elizabeth has taught several thousand men and women from government, manufacturing, small business, and education. She has developed Microsoft Office solutions and databases since 1993.

She's the author of several books, including: *The Computer Mama Guide to Computers (2001), The Comma Method of Computer Training (2003), The Comma Teachers Edition (2003),* and *The Complete Computer Guide (2005).*

Elizabeth received her B.A. degree in Biology from the University of Michigan, Ann Arbor.