

# Welcome to 6<sup>th</sup> Grade Computer Elective!

Course: Microsoft Office  
School Year: one quarter of 2010-2011  
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## Course Description

Microsoft Office is an office suite of interrelated desktop applications and services of Microsoft Windows. This course features the fundamentals of Microsoft Windows and introduces the different applications of Microsoft Office such as Excel and PowerPoint which will be the two main discussions in this course. Learning these two applications will help the students enhance the visual appeal of any of their school projects and slideshow presentations.

## Course Outline

- I. Introduction to Windows
- II. Introduction to Microsoft Office
- III. Microsoft Excel
  - a. Microsoft Excel Interface
  - b. Workbook
  - c. Worksheet
  - d. Basic Formatting Options
  - e. Templates
  - f. Navigation within Workbooks and Worksheets
  - g. Hyperlinks
  - h. Customizing worksheets
  - i. Graph
  - j. Data Analysis
- IV. Microsoft PowerPoint
  - a. Microsoft PowerPoint Interface
  - b. Creating a Presentation
  - c. Outline View
  - d. Text Editing
  - e. Insertion of Pictures and Sounds
  - f. Modification and Organization of Slides
  - g. Slideshow Management
  - h. Properties of Presentation

## Required Supplies

- flash drive - at least 1 gigabyte
- 3-prong folder

Grade

Class work	-	20%
Test	-	50%
Project	-	30%
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Total	-	100%

Classroom Expectation

This course is designed for the students to have fun as learning takes place. Although it is necessary to know some technical words, the bulk of the work will be more on finishing a project that the students will enjoy working on and be proud of. But just like any other course, having rules will help us maximize our learning time.

- Flash drive must be brought to class at all times. Three points will be deducted from your class work every time you come to class without it. I strongly discourage you from saving your work in the laboratory computers since we are sharing them with other classes.
- All class works have to be finished at school. Any incomplete work may be finished at home but there will be some point deduction.
- Projects must be turned in on time. There will be a point deduction for late submission.
- Aside from completing and passing all the class works and tests, finished project must be turned in to be able to pass this course.

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**6<sup>th</sup> Grade Computer Elective**

Please fill out the blanks below after reading this course syllabus.

Student's Name: \_\_\_\_\_ Date: \_\_\_\_\_

Guardian's/Parent's Name: \_\_\_\_\_

Guardian's/ Parent's Signature: \_\_\_\_\_