MICROSOFT OFFICE TOOLS

UNIT CODE: IT/CU/ICTA/CR/04/4/B

Relationship to Occupational Standards
This unit addresses the unit of competency: Applying Microsoft Office tools.
Duration of Unit: 80 hours
Unit Description:
This unit describes the competencies required in applying word processing using Ms Word, applying spreadsheet using Ms Excel, applying database management using Ms Access, applying graphic presentation using Ms PowerPoint and managing personal information using Ms Outlook.

Summary of Learning Outcomes:
1. Apply word processing using Ms Word
2. Apply spreadsheet using Ms Excel
3. Apply database management using Ms Access
4. Apply graphic presentation using Ms PowerPoint
5. Manage personal information using Ms Outlook

Learning Outcomes, Content and Suggested Assessment Methods

Learning Outcome	Content	Suggested Assessment Methods

1. Apply word processing using Ms Word	• Definition of a word Processor
	• Features of a word processor
	   o Creating documents
	   o Editing documents
	   o Formatting text
	   o Creating and editing tables
	   o Grammar and spell checking
	   o Mail merging
	   o Saving documents
	   o Printing documents
	• Features of Ms Word Interface
	   o Ribbon
	      • Tabs
	      • Commands
	      • Command groups
	   o Shortcut menu
		• Practical exercises
		• Oral questioning
		• Written test

Learning Outcome	Content	Suggested Assessment Methods

	o Quick access toolbar
	 o Editing window
	 o Document views
	 • Creating, formatting and saving a document
	     o Create a new document
	     o Modifying text
	     o Different views in word
	 • Set up a document
	     o Layout
	     o Adjust margins
	     o Header and footer
	 • Add graphics to an Ms Word document
	     o Insert ClipArt Images
	     o Insert File images
	     o Move images
	     o Delete images
	     o Text wrapping
	     o Alignment
	 • Shapes and effects
	     o Create lines and arrows
	     o Insert shapes
	     o Add text boxes
	     o Insert WordArt
	     o Shadow effects
	     o Add Borders to a picture
	     o Shape fill
	 • Add and format table of contents
	 • Proofing tools
	     o Spell check
	     o Thesaurus
	 • Inserting and modifying tables
	 • Previewing and printing a document	

2. Apply Spreadsheets using Ms Excel	• Definition of a spreadsheet
	 • Features of a spreadsheet
	     o Data formatting
	     o Data analysis
		• Practical exercises
		 • Oral questioning
		 • Written test
		 .

Learning Outcome	Content	Suggested Assessment Methods

	o Visualising using Graphs and charts
	   o Processing data
	• Features of Ms Excel Interface
	   o Ribbon
	      • Tabs
	      • Commands
	      • Command groups
	   o Shortcut menu
	   o Worksheet
	   o Formula bar
	• Worksheet creation
	• Worksheet formatting
	• Processing data
	   o Simple formulas
	   o Functions
	• Data organization
	   o Sorting data
	   o Filtering data
	• Working with charts
	   o Types of charts
	      • Column
	      • Line
	      • Pie
	      • Bar
	   o Formatting and editing charts
	• Print workbooks
	   o Choose a print area
	   o Fitting and scaling content	

3. Apply Database management using Ms Access	• Definition of a Database Management System
	• Features of a Database Management System
	   o Data storage
	   o Querying
	   o Reporting
	• Features of Ms Access interface
		• Practical exercises
		• Oral questioning
		• Written test
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Learning Outcome	Content	Suggested Assessment Methods

	o Tabs
	    o Ribbon layout
	    o Navigation pane
	    o Workspace
	    o Quick access
	    o Toolbar
	• Creating a database
	    o Create a table
	    o Create a form
	    o Creating a Query
	    o Creating a report
	• Manipulating database objects
	• Print reports	

4. Apply Presentation using Ms PowerPoint	• Definition of a presentation software
	• Features of a presentation software
	    o ICT slides
	    o Handouts
	    o Multimedia
	    o Transition effects
	• Features of Ms PowerPoint Interface
	    o Ribbon
	    o Quick access toolbar
	    o Tab
	    o Slide pane
	    o Notes pane
	    o I Slides thumbnail
	    o Slides view section
	• Creating Slides
	  • Insert various Slide elements (text, pictures, tables, charts, video, audio clips, hyperlinks)
	• Create PowerPoint presentation using master Slide
	• Adding presenter notes
	• Using animation and transition effects
	• Printing presentation handouts
		• Practical exercises
		• Oral questioning
		• Written test

Learning Outcome	Content	Suggested Assessment Methods

5. Manage Personal Information using Ms Outlook	• Definition of an email client
	• Features of an email client
	   o Composing messages
	   o Managing messages
	   o Managing calendar
	   o Managing Contacts
	   o Managing tasks, meetings and appointments
	• Features of Ms Outlook Interface
	   o Quick access tool bar
	   o Tabs
	   o Ribbon layout
	   o Navigation pane
	   o Active window.
	• Composing, Retrieving and Responding to messages
	   o Creating an email message
	   o Spelling and grammar
	   o Content formatting
	   o File attachments
	   o Customising reading options
	   o Downloading attachments
	• Organisation of personal information
	   o Managing appointments
	   o Managing meetings
	• Customising Outlook environment
	   o Customising the interface
	   o Creating quick steps
	   o Creating rules
	• Printing
	   o Calendars
	   o Emails
		• Practical exercises
		• Oral questioning
		• Written test

Suggested Methods of Delivery
- Presentations and practical demonstrations by trainer;
- Guided learner activities and research to develop underpinning knowledge;
- Supervised activities and projects in a workshop;

The delivery may also be supplemented and enhanced by the following, if the opportunity allows:

- Visiting lecturer/trainer from the ICT sector;
- Industrial visits.

Recommended Resources
Tools

- MS Outlook

Equipment

- Computer
- Printer
- LCD Projector

Materials and supplies

- Digital instructional material including DVDs and CDs;
- Stationery

Reference materials

- Software manuals