**Hebron High School**

**Course Syllabus**

**Digital Communication Tools**

**Microsoft Office 2007**

**Instructor:** Laura King

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**Text: A Guide To Microsoft Office 2007: Beth Brown, Elaine Malfas Jones, Jan Marrelli Lawrence Press, ISBN 978-1-58003-153-0**

**Other Required Materials:** One USB Flash Drive, a one subject notebook

**Course Description:**

This course is designed for students to learn Word 2007. PowerPoint 2007, Excel 2007, Access 2007 and Office Publisher 2007. Topics covered will enable students to create and edit word documents, create powerful presentations using PowerPoint, customize spreadsheets using Excel, and create brochures and flyers using Publisher.

**Prerequisite:** Introduction to Personal Computers and keyboarding or equivalent experience.

**Course Goal:** The course is designed to provide students with an in depth understanding of the programs contained in the Microsoft Office 2007 Suite, and to introduce several Web-based tools to use for different application situations.

**Course Objectives:**

**Upon successful completion students will be able to demonstrate the following:**

* Create business letter, a memorandum, and other reports
* Create presentations including clip art, transitions and animations
* Create several spreadsheet with charts
* Create Brochures using Publisher.
* Work with Web Base tools. Ie: Weebly, Prezi, Avatars, Quizlets
* Create flyers, brochures, labels & newsletters using Microsoft Publisher

**Attendance:** Lab exercises, when applicable, are due on the date assigned by the instructor. It is the student’s responsibility to arrange completion of make-up work in a timely manner. Late assignments may be accepted only at the instructor’s discretion.