



EDTC 5630.04: Technology for the Central Office
Summer 2004 [June 11: 5:00-9:30 pm; June 12: 8:00 am – 5:30 pm]

Office Hours: Tues 3-4 pm and by appt. If possible, please schedule appointments.
Office: Webster Hall, room 246

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[1] Course Description:

This course utilizes central office tools for productivity. It meets the minimal technical requirements for central office in regards to presentation and spreadsheet capabilities. This course is restricted to students in the LEAD program.

[2] Learning objectives:

- Students will be able to differentiate between various forms of storing information such as .doc, .rtf, .pdf files.
- Students will be able to send and receive e-mail attachments.
- Students will be able to identify various ethical and confidentiality issues with regards to e-mail.
- Students will be able to understand key concepts with regards to a mail merge and they will be able to run a mail merge.
- Students will be able to enter data into a spreadsheet and graph the data.
- Students will develop an understanding of presentation software.
- Students will be able to present using good presentation techniques.

[3] Projected Schedule of Activities:

Module 1: Word and Windows in general

- **Syllabus and personal introductions, course overview**
 1. introductions – instructor and students
 2. timeframe of class, breaks, begin and end times
 3. expectations
 4. pass out syllabus and terms, and discuss all
 5. tests, projects

- **Introduction to common terminology**
 1. how to create a folder; how to organize the files
 2. how to save a file
 3. how to spell check; how to grammar check; word chosen is not always the correct word
 4. file types such as .doc, .rtf, .pdf

- **Universal Office Features – similarities between Office and Windows**
 1. Menu similarities (File, Edit, View, Help, View, Tool tips)
 2. Right click to start a new document on the desktop
 3. Help, what's this, about (system info)
 4. Scroll bars
 5. Minimize, restore down, maximize, close (top right), and logo at top left
 6. Taskbar
 7. Keyboard commands vs mouse

- **Four toolbars will be explained and demonstrated in this introductory class – drawing, standard, formatting, and picture toolbars** and menu items covered include: **File, Edit, View, Insert, Format, Tools, Table, Window, and Help** (discuss how items are the same as many of the icons in the drawing, standard, formatting, and picture toolbars)

- **File Menu**
 1. New, open, save, save as, close
 2. Page set-up (margins, paper size, layout, paper source)
 3. Print preview and print

- **Edit Menu**
 1. Undo, repeat
 2. Cut, copy, paste, clear, select all
 3. find, replace, go (just explain what they do, advanced classes will go in more detail)

- **Start a new Word document and type in first, middle, and last name** (practice item #1 in the view menu)

Module 2: Word

- **View menu**

1. Experiment with formatting tool bar (style, font, size, alignments, bullets, decrease, increase, borders, highlight, font color, add / remove buttons) – close the practice window
2. Go to ‘view’ and go to toolbars and add ‘standard’, ‘formatting,’ ‘picture,’ and ‘drawing’
3. Experiment with each icon on the toolbars, and go to more buttons, add / remove buttons and have students personalize their tool bar
4. Open a new document, type ‘to do list’ as a title, center, bold, change font and color, then write five items beneath the title – misspell two items and repeat the same word on the same line at least once
5. change margins using the slide indents and the tab icons on the horizontal ruler, and then experiment with hanging and negative indents using indent markers on the horizontal toolbar, normal (standard indents), and block –
6. change views from normal, to Web layout, to Print layout, to Outline (point out icons at bottom left that correspond with the View menu items)
7. change full screen and zoom, close (point out that words on menu bar correspond to icons on menu bars)
8. Ruler – show and hide
9. Header – footer (add one of each)

- **Insert Menu**

1. Break, page numbers, date and time
2. picture – experiment with clip art and from file and on-line, notice sounds, motion, and pics, and point out icons on the picture window – discuss drop & drag, click & double click
3. review sizing – dragging pictures and keeping them scaled, and formatting by using the alignment icons
4. point out how the picture tool bar pops up when the picture is selected and corresponds to the drawing, picture, word art from the tool bar selection chosen earlier
5. discuss the hyperlink
6. discuss text box (excellent tool for scanning a form and entering text in desired areas)

- **Format Menu**

1. Open up a new document and title it “St. Louis Schools” and beneath the title type in four or five schools – one on each line
2. Experiment with font, paragraph, bullets, and numbering (go to customize to change spaces after bullets and numbers), borders and shading, columns, drop cap, tabs, change case, background, toggle switches (bold, italicize, underline)

- **Tools Menu**
 1. spelling, grammar, word count,
 2. auto correct (use curly quotes as an example)
 3. the letter wizard and the wizard in general, right click on paper clip and experiment with options, customize, options

- **Table Menu**
 1. sort (only discuss in general 'draw a table' and 'insert table' – these will be covered in intermediate / advanced class)

- **Window Menu**
 1. only discuss in general new window, arrange all, split, note the current document is checked – these will be covered in intermediate / advanced class

- **Help Menu**
 1. type in curly quotes as an example (have students choose the help items that popped up and then have each one change the default by following the instructions)

- **Mail Merge** (show students what each will look like – the main document, the merge info, and the completed document) – have the main document on each computer – allow each student time to experiment and create their own mail merge
 1. Create a letter, follow the fields that you want filled in with a comma or a colon, save it and name it main
 2. keep this main document open, choose tools, mail merge, main document, form letter, active window
 3. under data source click get data, then create data source
 4. in the field names in header row box specify the fields that you want and delete the ones you don't want – use the delete field button and the add field name button then click ok
 5. save it and name it datadoc, click save, then click ok
 6. click on the edit data source
 7. in the data form dialog box, fill in the information for each data record, press enter to move to the next field and press enter if you want to skip a field, don't type spaces, to start a new data record, click add new, keep doing this until you're finished entering all the data then click on the view source
 8. save and close the window and get back to the main document, save both, reopen both
 9. to merge: open the form letter, on the tools menu, click mail merge, then choose get data, open data source, choose the data file, when it asks, choose edit main document
 10. click your mouse wherever you want to enter the key fields
 11. click insert merge field at the top and then choose the field that you want to insert (it'll show up as << >>), save
 12. to complete: open the main form letter, choose tools, mail merge, merge, merge, the names pop up
 13. print the letters and save (no need to print in class)

Module 3: Email

- **Attachments**
 1. How to attach a file
 2. How to attach multiple files
 3. How to e-mail (send) the file

- **Confidentiality and Ethical Considerations**
 1. Who receives the file?
 2. Who can receive the file?
 3. What is the difference between TO, CC, and BCC?
 4. What ethical considerations should one make?
 5. Who owns the email?
 6. Who can look at the email you send?

Module 4: Making a Presentation

- **PowerPoint Introduction**
 1. discuss what should and should not be done in a good effective presentation (title larger than the text; slide one static; rest dynamic; all dynamics from same direction; last slide should be added and it should be blank or with the word ‘questions?’ on it; stick to one topic; adhere to same background color; 3 to 6 bullets per slide; short lines of text – no more than 10 lines; not too many on one slide; use sound sparingly; graphics and clip art should bring the reader’s eye to the words, not away from it; bring in the bullets one at a time; use lower case; align elements consistently; white space; never more than one font or style on a page; group elements; when using charts try to stick with simple bar charts instead of 3D charts; use high contrast colors (for example don’t use white with light green or light blue background – this is difficult to see); give each slide a title or a heading; make sure all the information fits on one slide; spell check; make sure graphics don’t overlap text;
 2. discuss five views – (use escape key to exit the slide show early) - outline, slide, slide sorter, notes page, and slide show - use **outline view** to type text into blank presentations; **notes view** to create speaker notes and increase viewing for readability; use **slide show** to view what the presentation will look like
 3. about bullets, changing bullets to arrows, etc. (go to bullets and numbering under format)
 4. to use a pen to write with go to the lower left corner of the screen and click on the triangle and select PEN, change the pen color by clicking on Pointer Options Pen color, use page up and page down keys to get a refreshed screen

- **Create a PowerPoint Presentation**
 1. show a completed presentation
 2. open PowerPoint
 3. choose blank presentation
 4. choose top row, second from the left and then OK
 5. click to add a title, click to add text
 6. note how most of the items along the top are identical to the ones in Word
 7. change the views at the bottom left, change the views by going to view in the menu bar

8. go to slide layout under format to change the layout choice
9. select ruler and guides under view
10. change the background color by going to format, background (make sure you are in slide view)
11. change background, text, fill, shadow or accent colors select format, slide color scheme, click on custom tab, select then click on apply or apply to all (must be in slide view)
12. change the color scheme by going to format, slide color scheme
13. move the toolbars to a different position
14. change the font colors by going to drawing toolbar and font menu (bottom) or the fill – experiment with all the icons at the bottom
15. choose new slide from insert menu above
16. this will be the second slide in the presentation
17. insert a picture, sound, can even insert an Excel chart (practice moving, rotating, and resizing the graphic then on grouping and ungrouping, next try to change the color of pieces of the graphic, try deleting the graphic)
18. go to slide sorter under view menu to see the slides created, change the order by dragging and dropping
19. go to slide show menu and choose slide transition – experiment with positioning and speed, sounds – for all pages or the one you're currently working on
20. to view the presentation select view show under slide show menu

- **PowerPoint templates** to change templates go to slide view, select format, apply design template, click on each one for a sample, click on apply to make a choice (to use different templates for different slides put each slide in a separate file but do not do this for on-screen presentations because that is contained in one file)

Module 5: Presentations

1. How do you begin a presentation?
2. What makes for an effective presentation?
3. How do you conclude a presentation?
4. Some tips to consider in making the presentation.

- **Module 6: Excel**

1. Show a completed spreadsheet
1. discuss how a spreadsheet is also called a worksheet, discuss and point out vertical columns and horizontal rows and how a spreadsheet can contain numbers, text, and formulas and how the intersection of a row and a column forms a cell where data can be stored
2. discuss the tabs at the bottom of the document – these are called sheets - info can be copied and rearranged from one sheet to another inside the main document
3. cell that do not contain a value or a formula is **text** – headings and titles for example
4. numeric characters can be **numbers** from 0 to 9 and characters such as + - () , / \$ % . E e (also point out how numbers can be specified - leading zeros, one placement position, standard decimal points, percentages, etc.)
5. discuss the icons on the menu bar, most are the same as in Word and PowerPoint
6. discuss range – a rectangular block of cells, single cell, a row, or a column or several rows or columns and demonstrate how to select a cell, range, or object and then choose a column, cell, or range to perform an action
7. discuss formulas and order of operations

- **Creating an Excel Spreadsheet**

1. open Excel
2. enter text to give the document a heading, title
3. enter information into cells (a payroll listing for part time employees showing the total number of hours worked for the months of January, February, and March)

Payroll	Jan.	Feb.	Mar.
Bob	4.25	4	8.1
Sue	40	3.25	5
Karen	3	5	10.15
Bill	1	24	13
Totals			

4. center entire top row and highlight 'payroll'
5. change the font and color of the months
6. bold the word totals at the bottom
7. change the
8. use the auto sum icon to total the columns for Jan., Feb., Mar.
9. format, cells to change the decimal place to show
10. discuss formulas and show how to add a column and a row
11. experiment with adding and deleting columns and rows
12. discuss basic formulas (sum, avg, min, max), discuss when using the formula for averages to watch out for empty cells vs. cells entered with a zero, and discuss order of operations
13. discuss date and time inserts
14. discuss print grids
15. ctrl plus home key goes to the first cell in a worksheet
16. shift end and home highlights entire worksheet

17. home key plus the ctrl key to go to the first cell in a worksheet

- **Create a graph using the information in the spreadsheet with Chart Wizard**
 1. change all elements of the graph by double clicking each item
 2. center horizontally and vertically
 3. change page orientation from portrait to landscape
 4. add graphics, change formatting
 5. use drawing tools
 6. use autofit
 7. use the sheet tabs at the bottom to create an additional spreadsheet
 8. highlight cell, go to format, cells, and click on custom and enter five zeros – this might be needed for zip codes that begin with zero
 9. use the help menu to continue discussing commonly used formulas – have students type in ‘average’ and have them follow the instructions to find an average in their spreadsheet
 10. discuss absolute and relative addressing

- Discuss using Excel as a database. What is the difference between a spreadsheet and a database?

Assessment:

Exam on terminology.

2-3 page paper on the case study. The case study deals with ethical and confidentiality with regards to email.

5-10 minute presentation using the presentation software in class. Must include a graph in it using the spreadsheet data developed in class.

[4] Resources:

No text required

[5] Evaluation:

a. 20% exam

b. 40% ethical paper

c. 40% presentation

[6] Attendance:

Attendance at all classes is required. If a student anticipates missing a class, the instructor must be notified prior to the class. This then becomes an excused or unexcused absence depending upon the determination made by the instructor. Irregardless of whether the absence is excused or not, students will be required to complete the work assigned and to make up any missed work by the next class. This is the responsibility of the student to make sure they find out what was missed and complete the work.

Please note that we only meet for a short time, hence each meeting is crucial. The instructor reserves the right to lower the final grade by a letter grade for absences.

Plagiarism:

As we learn how to build web pages it is often advantageous to look at other websites and see what they have done, sometimes mimicking what other people do is helpful, let me caution you though, that if you copy another web site (multiple links, multiple graphics, or the same themes and backgrounds) we may be guilty of plagiarism. Therefore, you may need to provide credit for either graphics or backgrounds used. Sometimes similar themes and links may be used, but please try to limit the number of links that you use from other sites to no more than five.

NOTE: This syllabus is subject to change at the discretion of the instructor; therefore, regular attendance is required.