

Advanced MSO

Students will become proficient MS Word and MS Excel users. You will continue developing knowledge about and skills in formatting professional looking business documents. You will learn how to use MS Word more efficiently as well as you will be taking your MS Excel skills to the next level.

Units Covered in MS WORD:

- Fundamentals & File Management
- Introduction to Word
- Document Presentation
- Editing and Formatting
- Collaboration and Research
- Document Productivity
- Desktop Publishing and Graphic Design
- Document Themes

Units Covered in MS EXCEL:

- Fundamentals
- Formatting a Workbook
- Working w/Formulas & Functions
- Charting & Graphing

Prerequisite/Credits:

- Intro to MS Word or teacher approval
- This class meets 9 weeks and students receive ½ credit for successful completion of this class.
- This class can also be taken for Madison College (MATC) Dual Credits. Must complete appropriate paperwork and pass class with a C or better according to the Madison College grading scale.

Attendance:

- Attendance on a regular basis is essential to your success in this course.
- If you are present daily and use your work time wisely your out of class homework will be minimal.
- If you are absent, see me for assignments---this is YOUR responsibility!

Evaluation:

- Assignments = 30%
- Tests/Quizzes/Projects = 70%

Supplies Needed:

- Pen/Pencil
- Folder
- Notebook
- Assignment Notebook
- Positive Attitude
- A Smile ☺



I Need Help!!!

I am more than happy to help you with assignments/project any time. I am available both before and after school---just schedule an appointment with me.