CLARK COLLEGE

COMMUNITY AND
CONTINUING EDUCATION

Community Education   Winter 2024

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Microsoft Office Basics

Instructor: Charles Jackson
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Course Description:

Build on the basics and become more productive with your computer. Learn to create, save, and open simple documents in Word. Take the fear out of PowerPoint and learn to create great presentations. Gain basic skills with Excel to help better manage your workflow. Discover keyboard shortcuts and basic computer maintenance. Explore using the control panel to change settings.

Learning Outcomes:

- Create and edit documents in Microsoft Word: This includes understanding the basic interface, formatting text, inserting images and tables, and using spell check and grammar checking.
- Create and manage spreadsheets in Microsoft Excel: This includes entering data, creating formulas and functions, formatting cells and charts, and using PivotTables to analyze data.
- Create and deliver presentations in Microsoft PowerPoint: This includes understanding the basic interface, adding slides, formatting text and images, and using transitions and animations.

Course Schedule:

Week 1: February 6th   Create and edit documents in Microsoft Word
Week 2: February 13th   Create and manage spreadsheets in Microsoft Excel
Week 3: February 20th   Create and deliver presentations in Microsoft PowerPoint

Selected Bibliography/Resources:

I possess a bachelor's degree in business management and have worked in the business technology environment for over 25 years. My career has focused on connecting users with technology and helping them understand how to get the most use out of it. I have a strong passion for what technology can do for the user and passing on how to best utilize those technologies. I am a certified Microsoft trainer in MS office and Google Workspace.

Below you will find recommended references and online links to give you more information about the topics of this course. If you have a special interest on a topic we discuss, please ask me for further references.

Amazon:
- *Teach Yourself VISUALLY Microsoft 365*
- *Microsoft 365 (Office 365) Essentials Quick Reference Guide*

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Class Evaluation: Class evaluations are sent by email. Sometimes the email will be delivered to your "junk mail," but we can assure you it's from Clark College only. Your responses are completely anonymous. If you do not see your evaluation immediately after class, look in your junk mail and send it to your email address. If you do not receive an evaluation, please email Continuingeducation@clark.edu or call 360.992.2939.

Inclement Weather:
If the College cancels due to icy conditions you can find this on the college website www.clark.edu ~ If Community Education concludes that the weather is too hazardous we may also decide to cancel this class. In that case you will receive both a phone call and email. Make certain that we have your correct contact information by viewing the class roster.

Looking for classes? Visit our Community Education webpage: www.clark.edu/cce/