****

**San Antonio Campus**

**School of Education**

**UNIVERSITY MISSION STATEMENT**

Wayland Baptist University exists to educate students in an academically challenging, learning-focused and distinctively Christian environment for professional success and service to God and humankind.

# COURSE NUMBER & NAME:

## EDIT 5310-VCO1 MICROCOMPUTER APPLICATIONS

## TERM:

FALL 1, 2020 August 8 to October 1, 2022

## INSTRUCTOR:

David Stamper

## CONTACT INFORMATION:

Office phone: 210-916-3745

WBU Email: david.stamper@wayland.wbu.edu

Cell phone: 210-332-3484

## OFFICE HOURS, BUILDING & LOCATION:

Upon request, usually prior to class or post class

## COURSE MEETING TIME & LOCATION:

Meeting day & time: Online

## CATALOG DESCRIPTION:

Microcomputer utilization in education for management and integration into instruction through advanced use of integrated software packages, graphics, desktop publishing, the Internet, multimedia, and electronic presentations. Topics also include computer-assisted instruction, computer-managed instruction, and the acquisition of hardware and software

## PREREQUISITE: NA

This is a computer software skills course, designed for prospective educators/trainers, instructors, teachers, parents, administrators, counselors, supervisors, and specialists of all kinds, in word processing, spreadsheets, databases and multimedia presentation that incorporates critical thinking and problem solving in the development of the skills. It is a series of case-based tutorials with step-by-step guidance that challenges students to apply what they learn to real-life situations.

## REQUIRED TEXTBOOK AND RESOURCE MATERIAL:

***Textbook:*** *Parsons. New Perspective on Microsoft Office 365 & Excel*

*ISBN:13:978-1-3370-1709-1*

## OPTIONAL MATERIALS

Office 2016/2019

## COURSE OUTCOMES AND COMPETENCIES:

COURSE OVERVIEW: The goal of the course is to enhance the students’ delivery of effective instruction, communication skill, record-keeping, ethical practices and decision-making concerning use of electronic information for diverse audiences. (Note: nearly 60 percent of your grade will be taken from your demonstrated software performance (See Evaluation Below). To accomplish this goal, you will use your Online Lesson Notes, coupled with the textbook, and also the discussion board, will provide you a platform for successful completion of this course!

**Course Description:** This course will train instructors and educators to use Microsoft® Office 2016 programs creatively and effectively in the classroom and workplace. Office 2016 includes the following programs:

* Microsoft Word® 2016 provides templates, an AutoContent Wizard, and formatting options, such as Clip Art insertion, that enable the teacher and students to write professional documentation.
* Microsoft Excel® 2016 allows the teacher and students to gather, organize, and manage data effectively by using the latest tools.
* Microsoft PowerPoint® 2016 enables the teacher and students to create dynamic presentations by using new animation tools, design templates, formatting techniques, and more.
* Microsoft Access® 2016 allows the teacher and students to organize and manage large amounts of information effectively by using a database. From small reports to extensive data searches, Access provides a flexible storage base for your information.

## ATTENDANCE REQUIREMENTS:

As stated in the Wayland Catalog, students enrolled at one of the University’s external campuses should make every effort to attend all class meetings. All absences must be explained to the instructor, who will then determine whether the omitted work may be made up. When a student reaches that number of absences considered by the instructor to be excessive, the instructor will so advise the student and file an unsatisfactory progress report with the campus executive director. Any student who misses 25 percent or more of the regularly scheduled class meetings may receive a grade of F in the course. Additional attendance policies for each course, as defined by the instructor in the course syllabus, are considered a part of the University’s attendance policy.

## STATEMENT ON PLAGIARISM & ACADEMIC DISHONESTY:

Wayland Baptist University observes a zero tolerance policy regarding academic dishonesty. Per university policy as described in the academic catalog, all cases of academic dishonesty will be reported and second offenses will result in suspension from the university.

## DISABILITY STATEMENT:

In compliance with the Americans with Disabilities Act of 1990 (ADA), it is the policy of Wayland Baptist University that no otherwise qualified person with a disability be excluded from participation in, be denied the benefits of, or be subject to discrimination under any educational program or activity in the university. The Coordinator of Counseling Services serves as the coordinator of students with a disability and should be contacted concerning accommodation requests at (806) 291-3765. Documentation of a disability must accompany any request for accommodations.

## COURSE REQUIREMENTS and GRADING CRITERIA:

|  |  |  |  |
| --- | --- | --- | --- |
| **Rubric** | **DESCRIPTION** | **POINTS** | **Points Available** |
| **Assessments** |  |  | **200** |
| Examinations | **Midterm & Final - Comprehensive** | **200** |  |
| **Managing Instruction** | **Word Assignments** | **200** |
| **Managing Instruction** | **Excel Assignments** | **200** |
| **Managing Instruction** | **Power Point Assignments** | **200** |
| **Managing Instruction Computer Assignments Subtotal (11 total completed assignments)** | |  | **600** |
| Discussion Board |  | Two Graded Posts | **100** |
| Possible Points |  | Total | **1,000** |

**University Grading System:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **A** | 900-1000 |  | Cr | For Credit\* |
| **B** | 800-899 |  | **NCR** | No Credit |
| **C** | 700-799 |  | **I** | Incomplete\*\* |
| **D** | 600-690 |  | **W** | Withdrawal |
| **F** | below 600 |  | **X** | No grade given |
|  |  |  | **IP** | In Progress |

**\* A grade of CR indicates that credit in semester hours was granted but no grade or grade points were recorded.**

**\*\*A grade of incomplete is changed if the deficiency is made up by the end of the next regular semester; otherwise, it becomes F. This grade is given only if circumstances beyond the student’s control prevented completion of work during the semester enrolled and attendance requirements have been met.**

**Include Grade Appeal Statement**: “Students shall have protection through orderly procedures against prejudices or capricious academic evaluation. A student who believes that he or she has not been held to realistic academic standards, just evaluation procedures, or appropriate grading, may appeal the final grade given in the course by using the student grade appeal process described in the Academic Catalog. Appeals may not be made for advanced placement examinations or course bypass examinations. Appeals are limited to the final course grade, which may be upheld, raised, or lowered at any stage of the appeal process. Any recommendation to lower a course grade must be submitted through the Vice President of Academic Affairs/Faculty Assembly Grade Appeals Committee for review and approval. The Faculty Assembly Grade Appeals Committee may instruct that the course grade be upheld, raised, or lowered to a more proper evaluation.”

## TENTATIVE SCHEDULE

|  |  |  |
| --- | --- | --- |
| **Week#** | **Home Preparation** | **Activities** |
| **#1:** | **Book: EC 3-39**  **FM 2-24, BEB 2-35** | **Review course outline, projects: Word Lab, Using WBU Blackboard:**  WORD-Creating a Document  WORD-Editing and Formatting a Document |
| ***#2:*** | Book: WD 2-115 | Using word processing: **Exercises #1,2,3, 4 Due Prior to Week 3**  WORD-Creating a Multiple-Page Report  WORD-Tables, & Desktop Publishing |
| **#3:** | **Book: EX 3-186** | **Turn-in Exercises #5 & 6**  EXCEL-Using Excel to Manage Data  EXCEL- Working with Formulas and Functions |
| ***#4*** | ***Midterm*** | ***Take Midterm* Exam online. Note: must be completed NLT Sunday prior to Week 6, it is available anytime prior to that. 20 questions, please use the review!** |
| **#5** |  | **Turn in Ex 7**  **Review for Final** |
| **#6:** | **Book: PPT 3-78** | **Begin Powerpoint:**  POWERPOINT-Creating a presentation  POWERPOINT-Applying and Modifying Text and Graphic Objects  **Review for Final** |
| **7#:** | ***FINAL*** | ***Take FINAL* Exam online. Note: must be completed NLT Sunday prior to Week 9, it is available anytime prior to that. 20 questions, please use the review!** |
| **#8** |  | **Turn in PowerPoint ( Exercise 8 & 9),** POWERPOINT-Applying and Modifying Text and Graphic Objects |
|  |  | **Course is complete!** |

## ADDITIONAL INFORMATION

|  |  |  |
| --- | --- | --- |
| **Exercises (9 total)** | **Number of Projects** | **Total** |
| **These projects or assignments are listed under the Weekly Activities. Open these Word documents which include explicit assignments directions and grade sheets. Once graded, you will receive rubric of the project and how you did!  Note: All computer exercises are due by NLT midnight, on Tuesdays They will be attached to an email and then sent. (or dropped off in class)** | | |
| **Projects (09 total)** | **Number of Projects** | **Total** |
| **Word-Exercises 1-4** | **4** | **200** |
| **WD Ex 1** | **50 pts** | **Week 2** |
| **WD Ex 2** | **75 pts** | **Week 2** |
| **WD Ex 3** | **50 pts** | **Week 2** |
| **WD Ex 4** | **25 pts** | **Week 3** |
| **Excel-Exercise 5, 6, 7** | **3** | **200** |
| **Excel Ex 5** | **75 pts** | **Week 4** |
| **Excel Ex 6** | **90 pts** | **Week 5** |
| **Excel Ex 7** | **35 pts** | **Week 5** |
| **PowerPoint- 8 & 9** | **2** | **200** |
| **PPT Ex 8** | **125 pts** | **Week 7** |
| **PPT Ex 9** | **75 pts** | **Week 7** |
| ***Note: Timeframe subject*** | ***To change*** | **600** |

|  |
| --- |
| **EXAMINATIONS** |

**Two Examinations**

|  |  |
| --- | --- |
| **Midterm** | **100 pts** |
| **Final** | **100 pts** |

|  |
| --- |
| **REVIEWS FOR EXAMINATIONS** |

**Under Lesson Notes on Blackboard, there are comprehensive reviews in Power Point format to prepare for these two multiple choice exams. You will have 1 hour to complete 20 questions online. There are more explicit instructions in the actual online examinations**

**TECHNOLOGY APPLICATIONS STANDARDS FOR ALL BEGINNING TEACHERS**

***Standard I.*** All teachers use technology-related terms, concepts, data input strategies, and ethical practices to make informed decisions about current technologies and their applications.

***Standard II.*** All teachers identify task requirements, apply search strategies, and use current technology to efficiently acquire, analyze, and evaluate a variety of electronic information.

***Standard III.*** All teachers use task-appropriate tools to synthesize knowledge, create and modify solutions, and evaluate results in a way that supports the work of individuals and groups in problem-solving situations.

***Standard IV.*** All teachers communicate information in different formats and for diverse audiences.

***Standard V****.* All teachers know how to plan, organize, deliver, and evaluate instruction for all students that incorporates the effective use of current technology for teaching and integrating the Technology Applications Texas Essential Knowledge and Skills (TEKS) into the curriculum.

**COMPUTER ASSIGNMENTS/PROJECTS**

|  |
| --- |
| **SUMMARY OF EXERCISE/TRACKING PROGRESS** |

|  |  |  |  |
| --- | --- | --- | --- |
| **Ex. No.** | **Title** | **Date Completed** | **Points** |
| **1** | **RESUME (WORD/PUBLISHER)** |  | **50** |
| **2** | **RESEARCH PAPER** |  | **75** |
| **3** | **LESSON PLAN** |  | **50** |
| **4** | **Word Playing with Columns** |  | **25** |
| **5** | **EXCEL Spreadsheet** |  | **75** |
| **6** | **EXCEL Spreadsheet** |  | **90** |
| **7** | **EXCEL graph** |  | **35** |
| **8** | **POWERPOINT – LESSON PLAN** |  | **125** |
| **9** | **POWER POINT-ANIMATION** |  | **75** |
|  | **TOTAL** |  | **600** |

|  |  |  |  |
| --- | --- | --- | --- |
| **EDIT 5310 Exercise Grade sheet Word Exercise 1: 50 points**  **Resume**  **(Upload Resume.doc/Blackboard)Due Week 2 Mainly Focus on Your Computer Skills!** | | | |
| **50 POINTS POSSIBLE** | **TOTAL** |  |

1. **Resume**
2. **In document, change person’s lastname to yours (10 pts):**

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 🗖 | Yes (5) | 🗖 | No (0) | 🗖 |  | 🗖 |  | 🗖 |  |

1. **Change text to Arial 12 pt (10 pts):**

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 🗖 | Yes (5) | 🗖 | No (0) | 🗖 |  | 🗖 |  | 🗖 |  |

1. **Now remove the name, address, etc, put in header (10 pts):**

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 🗖 | Yes (10) | 🗖 | No (0) | 🗖 |  | 🗖 |  | 🗖 |  |

1. **In header, change text to Georgia 10 pt (10 pts):**

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 🗖 | Yes (10) | 🗖 | No (0) | 🗖 |  | 🗖 |  | 🗖 |  |

1. **Underline, capitalize, & bold all major title areas (OBJECTIVE) (5 pts):**

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 🗖 | Yes (5) | 🗖 | No (0) | 🗖 |  | 🗖 |  | 🗖 |  |

1. **Under Title area: REFERENCE, replace “your name,” with your name (10 pts):**

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 🗖 | Yes (10) | 🗖 | No (0) | 🗖 |  | 🗖 |  | 🗖 |  |

1. **In footer, center, put address + phone no.,Arial 8 pt (5 pts):**

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 🗖 | Yes (5) | 🗖 | No (0) | 🗖 |  | 🗖 |  | 🗖 |  |

**Comments:**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **EDIT 5310 Exercise Grade sheet Word Exercise 2: 75 points RESEARCH PAPER**  **Due Week 2** | | | | | |
| **Name** |  | | **Date** |  |
| **50 POINTS POSSIBLE** | | **TOTAL** | |  |

Directions: Use data from the downloaded word file” Data for Research Paper–Assignment # 2.doc, under “Resources/MS WORD STARTERS” on **Blackboard**:

1. **Title page is centered with corrected title (15 Points):**

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 🗖 | Yes (15) | 🗖 | No (0) | 🗖 |  | 🗖 |  | 🗖 |  |

1. **Inserted header with page #(10 Points):**

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 🗖 | Yes (5) | 🗖 | No (0) | 🗖 |  | 🗖 |  | 🗖 |  |

1. **Each paragraph is indent 5 (10 Points):**

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 🗖 | Yes (5) | 🗖 | No (0) | 🗖 |  | 🗖 |  | 🗖 |  |

1. **Entire document is double spaced (5 points)**

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 🗖 | Yes (5) | 🗖 | No (0) | 🗖 |  | 🗖 |  | 🗖 |  |

1. **Text font is Arial 12 (10 Points):**

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 🗖 | Yes (5) | 🗖 | No (0) | 🗖 |  | 🗖 |  | 🗖 |  |

1. **Reference Page is correct (25 Points):**

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 🗖 | Yes (15) | 🗖 | No (0) | 🗖 |  | 🗖 |  | 🗖 |  |

**Comments:**

|  |
| --- |
| **WORD ASSIGNMENT # 3 (EDIT 5310)**  **EDITTING A LESSON PLAN** |

1. SELECT A TOPIC, AS YOU WILL BE REPLACING the one on Blackboard (RESOURCES). In addition, you will later develop a Power Point that will go with this lesson plan so choose well.
2. Put all of your subtitles into a 1 row/column word tables
3. Change the entire word document to Arial 12
4. Change the lesson title to the one you propose to do
5. Change your objective to match your topic
6. Delete all graphics and add new ones if appropriate
7. Put a footer in the document that has your new title name
8. Add a new motivation/overview paragraph which compliments your new title.

|  |  |  |  |
| --- | --- | --- | --- |
| **EDIT 5310 Exercise Grade sheet Word Exercise 3: 50 points**  **Editting a Lesson Plan (Upload Lessonplan.doc/Blackboard)Due Week 3** | | | |
| **35 POINTS POSSIBLE** | **TOTAL** |  |

1. **LESSON PLAN EDITTING**
2. **Changed Lesson Title to your own (5 pts)**

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 🗖 | Yes (5) | 🗖 | No (0) | 🗖 |  | 🗖 |  | 🗖 |  |

1. **Insert table for each of the subtitles and then move text & center – no underlining(10 pts):**

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 🗖 | Yes (10) | 🗖 | No (0) | 🗖 |  | 🗖 |  | 🗖 |  |

1. **Change text to Arial 12 pt (5 pts):**

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 🗖 | Yes (5) | 🗖 | No (0) | 🗖 |  | 🗖 |  | 🗖 |  |

1. **Change lesson objectives to match your new topic/title (5 pts):**

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 🗖 | Yes (5) | 🗖 | No (0) | 🗖 |  | 🗖 |  | 🗖 |  |

1. **Delete all graphics in Handout and add your own (5 pts):**

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 🗖 | Yes (5) | 🗖 | No (0) | 🗖 |  | 🗖 |  | 🗖 |  |

1. **Insert a footer with new title name + Lesson Plan + Page #) (5 pts):**

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 🗖 | Yes (5) | 🗖 | No (0) | 🗖 |  | 🗖 |  | 🗖 |  |

1. **Change paragraph under “Motivation and Overview to reflect new title (10 pts):**

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 🗖 | Yes (10) | 🗖 | No (0) | 🗖 |  | 🗖 |  | 🗖 |  |

**Comments:**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **EDIT 5310 Exercise Grade sheet Word Exercise 4: 25 points Due: Class 3** | | | | | |
| **Name** |  | | **Date** |  |
| **25 POINTS POSSIBLE** | | **TOTAL** | |  |

Directions: AGAIN USE RESOURCES/MS WORD STARTERS Columns

Playing with Columns (Pre-Newsletter)

Header:

1. **Columns: \_ \_\_\_\_\_\_\_**
2. **Change text to Arial 12 (5 pts):**

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 🗖 | Yes (5) | 🗖 | No (0) |  |  |  |  |  |  |

1. **Add header: Column Exercise-04 Page #(5 pts)**

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 🗖 | Yes (5) | 🗖 | No (0) |  |  |  |  |  |  |

1. **Page one should have two columns (5 pts)**

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 🗖 | Yes (5) | 🗖 | No (0) |  |  |  |  |  |  |

1. **Page 2 has three columns (10 pts):**

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 🗖 | Yes (10) | 🗖 | No (0) |  |  |  |  |  |  |

**Comments:**

**Excel and spreadsheets in general; your first assignment will be based on a fictional class (former and current NFL quarterbacks), and their test scores from their Baseball 101 class. You can enter this data, or just download the file, then edit based on grade sheet. Good luck!**

**AGAIN USE STARTER FILE UNDER RESOURCES/EXCEL**

**Data for spreadsheet**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | **Lastname** | **Firstname** | **Test 1** | **Test 2** | **Test 3** | **Test 4** | **Test 5** | **Test 6** | **Test 7** | **Test 8** | **Test 9** | **Test 10** | **Test 11** |
| **1** | Griese | Bob | 82 | 90 | 80 | 90 | 85 | 90 | 85 | 90 | 75 | 95 | 92 |
| **2** | Unitas | John | 91 | 85 | 90 | 80 | 75 | 85 | 90 | 75 | 70 | 90 | 88 |
| **3** | Elway | John | 70 | 90 | 90 | 80 | 90 | 70 | 90 | 75 | 80 | 83 | 75 |
| **4** | Favre | Brett | 85 | 76 | 90 | 65 | 90 | 80 | 90 | 80 | 70 | 70 | 69 |
| **5** | McNair | Steve | 75 | 90 | 75 | 90 | 75 | 90 | 80 | 80 | 72 | 70 | 69 |
| **6** | Romo | Tony | 80 | 75 | 74 | 72 | 89 | 89 | 70 | 70 | 70 | 78 | 77 |
| **7** | Palmer | Carson | 65 | 70 | 75 | 80 | 85 | 90 | 85 | 80 | 75 | 70 | 50 |
| **8** | Manning | Archie | 60 | 70 | 70 | 74 | 74 | 80 | 80 | 80 | 75 | 90 | 80 |
| **9** | Marino | Dan | 90 | 90 | 95 | 95 | 80 | 80 | 80 | 80 | 99 | 70 | 90 |
| **10** | Theisman | Joe | 55 | 60 | 65 | 70 | 80 | 80 | 90 | 90 | 90 | 90 | 85 |
| **11** | Montana | Joe | 52 | 45 | 33 | 100 | 66 | 75 | 90 | 81 | 23 | 100 | 73 |
|  | Course | Baseball 101 |  |  |  |  |  |  |  |  |  |  |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **EDIT 5310 Exercise Grade sheet Excel Exercise 5: 50 points Grades** | | | | | |
| **Name** |  | | **Date** |  |
| **50 POINTS POSSIBLE** | | **TOTAL** | |  |

**Directions:**

1. **Change text to Arial Roundtop 11 pt # (10 pts):**

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 🗖 | Yes (5) | 🗖 | No (0) | 🗖 |  | 🗖 |  | 🗖 |  |

1. **Align all 11 Tests to -90 (10 pts)**

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 🗖 | Yes (10) | 🗖 | No (0) |  |  |  |  |  |  |

1. **Sort Worksheet by Lastname in Alphabetical Order (5 pts)**

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 🗖 | Yes (5) | 🗖 | No (0) |  |  |  |  |  |  |

1. **Center All 11 tests (5 points)**

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 🗖 | Yes (5) | 🗖 | No (0) |  |  |  |  |  |  |

1. **Put a double-line border around entire table (5 points):**

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 🗖 | Yes (5) | 🗖 | No (0) |  |  |  |  |  |  |

1. **Renumber (5 points):**

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 🗖 | Yes (5) | 🗖 | No (0) |  |  |  |  |  |  |

1. **Change Page Setup to Landscape (10 points):**

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 🗖 | Yes (10) | 🗖 | No (0) |  |  |  |  |  |  |  |  |

1. **Sum All Grades (5 points):**

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 🗖 | Yes (05) | 🗖 | No (0) |  |  |  |  |  |  |

1. **Average Grades, then make them BOLD (5 points):**

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 🗖 | Yes (5) | 🗖 | No (0) |  |  |  |  |  |  |

1. **Change Name of Worksheet to Alphabetical (5 points):**

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 🗖 | Yes (5) | 🗖 | No (0) |  |  |  |  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **EDIT 5310 Exercise Grade sheet Excel Exercise 6: 60 points Using Worksheets** | | | |
| **60 POINTS POSSIBLE** | **TOTAL** |  |

**Doing more on the Excel spreadsheet for the Course: Baseball 101**

1. **Copy Worksheet (Alphabetical & Rename to Courserank (15 pts):**

|  |  |  |  |
| --- | --- | --- | --- |
| 🗖 | Yes (15) | 🗖 | No (0) |

1. **Color top score by Turquoise (5 pts):**

|  |  |  |  |
| --- | --- | --- | --- |
| 🗖 | Yes (5) | 🗖 | No (0) |

1. **Color all B scores by Pink(5 pts):**

|  |  |  |  |
| --- | --- | --- | --- |
| 🗖 | Yes (5) | 🗖 | No (0) |

1. **Color all C scores by Lime(5 pts):**

|  |  |  |  |
| --- | --- | --- | --- |
| 🗖 | Yes (5) | 🗖 | No (0) |

1. **Color all Below C scores by Red(5 pts):**

|  |  |  |  |
| --- | --- | --- | --- |
| 🗖 | Yes (5) | 🗖 | No (0) |

1. **Change text on Below C to White (5 pts):**

|  |  |  |  |
| --- | --- | --- | --- |
| 🗖 | Yes (5) | 🗖 | No (0) |

1. **Insert New Worksheet, Label it “Datafor Chart” (10 pts):**

|  |  |  |  |
| --- | --- | --- | --- |
| 🗖 | Yes (10) | 🗖 | No (0) |

1. **Copy All Data(Values Only from Worksheet “Courserank (10 pts)**

|  |  |  |  |
| --- | --- | --- | --- |
| 🗖 | Yes (10) | 🗖 | No (0) |

1. **Delete all Test Columns & Sum column (10 pts)**

|  |  |  |  |
| --- | --- | --- | --- |
| 🗖 | Yes (10) | 🗖 | No (0) |

1. **Move Firstname to last column (10 pts)**

|  |  |  |  |
| --- | --- | --- | --- |
| 🗖 | Yes (10) | 🗖 | No (0) |

1. **Make Lastname bold and all text Arial 12(10 pts)**

|  |  |  |  |
| --- | --- | --- | --- |
| 🗖 | Yes (10) | 🗖 | No (0) |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **EDIT 5310 Exercise Grade sheet Excel Exercise 7 Making a Chart**  **40 points** | | | | | |
| **Name** |  | | **Date** |  |
| **40 POINTS POSSIBLE** | | **TOTAL** | |  |

1. **Select lastname + average for chart (5 Points):**

|  |  |  |  |
| --- | --- | --- | --- |
| 🗖 | Yes (5) | 🗖 | No (0) |

1. **Make chart icon, select clustered column and title chart, Baseball 101 Classrank (10 pts)**

|  |  |  |
| --- | --- | --- |
| Yes (10) | 🗖 | No (0) |

1. **Add Values (5 points)**

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 🗖 | Yes (5) | 🗖 | No (0) |  |  |  |  |  |  |

1. **Change Chart Title to Arial Black 20 pt (5 points)**

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 🗖 | Yes (5) | 🗖 | No (0) |  |  |  |  |  |  | |
| **Integration Exercise Moving to Word** | | | | | | | | | |

1. **Open Word Doc called Grades, landscape mode, copy “Courserank” to include grades (5 points)**

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 🗖 | Yes (5) | 🗖 | No (0) |  |  |  |  |  |  |

1. **Copy graph of grades to page 2 (10 points)**

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 🗖 | Yes (10) | 🗖 | No (0) |  |  |  |  |  |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **EDIT 5310 Exercise Grade Sheet PowerPoint Exercise 8: 125 points Grades** | | | | | |
| Name |  | | Date |  |
| 125 PTS POSSIBLE | | TOTAL | |  |

Take your lesson plan and then develop a Power Point media presentation to go with it with the following slides.

**Title Page: 35 Points**

1. **Use Different Fonts (25 Points):**

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 🗖 | Yes (25) | 🗖 | No (0) |  |  |  |  |  |  |

1. **Include Appropriate Clip art (10 Points):**

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 🗖 | Yes (10) | 🗖 | No (0) |  |  |  |  |  |  |

**Content Page 1: 50 Points**

1. **Use Different Fonts (must be different Title page (10 Points):**

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 🗖 | Yes (25) | 🗖 | No (0) |  |  |  |  |  |  |

1. **Title Plus Single Bullets (10 Points):**

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 🗖 | Yes (25) | 🗖 | No (0) |  |  |  |  |  |  |

**Content Page 2: 20 Points**

**D.Title Plus Two Sets of Bullets (20 Points):**

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 🗖 |  | Yes (20) | 🗖 | No (0) |  |  |  |  |  |  |

**Content Page 3: 20 Points**

**E.Bullets and Clip Art (20 Points):**

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 🗖 | Yes (10) | 🗖 | No (0) |  |  |  |  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **EDIT 5310 Exercise Grade sheet PowerPoint Exercise 9: 75 points**  **Grades** | | | |
| **60 POINTS POSSIBLE** | **TOTAL** |  |

Now take your presentation and add one more page with the following ANIMATION:

**Last Page: 75 Points Add animation: entrance, motion and/or spinning graphics:**

**1. Animation at beginning of slide (entrance)**

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 🗖 | Yes (25) | 🗖 | No (0) |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |

**2. Animation at motion**

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 🗖 | Yes (25) | 🗖 | No (0) |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |

**3. Animation at end of slide**

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | Yes (25) | 🗖 | No (0) | 🗖 |  |  |  |  |  |