

EXECUTIVE ASSISTANT WITH MICROSOFT OFFICE 2010 LEARNING OBJECTIVES



CareerStep[™]
ONLINE EDUCATION & TRAINING SOLUTIONS



CURRICULUM LEARNING OBJECTIVES

Career Step's curriculum was developed by industry professionals with years of experience. The training includes a heavy emphasis on Microsoft Office 2010, preparing you to earn the Microsoft Office Specialist Master credential and get a job right after graduation. With Career Step's affordable tuition, you get a quality online education with one-on-one support from dedicated instructors and graduate support advisors—available by phone, email, and chat every step of the way. The learning objectives outlined below provide a map of the knowledge and skills you'll gain as you complete each module.

PROGRAM ORIENTATION (1 hour)

- Identify the elements, expectations, and requirements of the program.
- Navigate the program using the pages, menus, and buttons provided.
- Use the program tools, including the study planner, gradebook, and completion report as well as be able to contact Career Step using various communication tools, including phone, email, forums, chat rooms, and social media.
- Identify and use program-specific resources.

WORKING AS AN ADMINISTRATIVE ASSISTANT (3 hours)

- Identify the essential skills, qualities, duties, and strategies of an effective Administrative Assistant.
- Identify employer expectations and office industry certifications.

COMPUTER FUNDAMENTALS (5 hours)

- Identify basic computer hardware and interpret system requirements.
- Navigate a Windows operating system environment, as well as install and operate basic software utilities.
- Use a web browser to navigate between websites in multiple tabs or windows, send and receive email, and access search engines to find information and troubleshoot basic computer problems.
- Recognize basic technologies related to an office environment.

KEYBOARD KINETICS (10 hours)

- Demonstrate proper, effective finger placement and typing proficiency.
- Assess their keyboarding performance in terms of gross words per minute and net words per minute.

BEGINNING MICROSOFT WORD 2010 (10 hours)

- Create, save, open, and edit a document.
- Edit and format text with options such as alignment, fonts, lists, margins, spacing, tab stops, page format, and layout.
- Employ the available search and review tools, including spell and grammar check, autocorrect, find and replace, search, format painter, copy, paste, the clipboard, and document view options.
- Create, format, edit, and sort tables.
- Apply, modify, and delete document themes and styles.

BEGINNING MICROSOFT EXCEL 2010 (10 hours)

- Create, save, open, and edit, navigate, and print a worksheet.
- Create, edit, delete and format cells with options such as cell alignment, applying cell styles, splitting cells, merging cells, row and column titles, row and column width, hide and unhide, and page setup and view options.
- Edit cell data using options and tools such as cut, copy, paste, AutoFill, text tools, cell references, basic formulas, the format painter, conditional formatting, and comments.
- Create, edit, format, and analyze charts.
- Edit formulas, including the use of cell ranges and named cells as well as trace formula references to find and correct errors.

BEGINNING MICROSOFT OUTLOOK 2010 (8 hours)

- Use the basic menus to do basic email, calendar, and contacts functions, including navigating between views.
- Use the mail tools to work with messages, including creating and sending email messages, using quick steps, managing junk mail and automatic messages, and organizing and sorting the inbox.
- Manage contacts and calendars, including creating and organizing contacts and groups, creating and organizing appointments and events, sending and responding to meeting requests, and working with multiple calendars simultaneously.
- Create, display, modify, and manage tasks and notes.

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BEGINNING MICROSOFT POWERPOINT 2010 (8 hours)

- Create, save, open, navigate, and edit a presentation.
- Create, insert, edit, format, delete, and organize the elements of a presentation, including slides, text, and WordArt.
- Employ the available presentation review tools, including adjusting the view type and preview tools.
- Use a variety of tools, such as the highlighter, pen, eraser, and timing settings to deliver a professional presentation.

GRAMMAR AND PUNCTUATION (18 hours)

- Identify and correctly use each of the parts of speech.
- Recognize proper sentence structure and formatting, including punctuation and capitalization.
- Properly spell words that are commonly misspelled.

BUSINESS WRITING (15 hours)

- Identify appropriate methods of communication for a variety of situations.
- Apply all steps of the writing process to create professional documents, including pre-writing, organizing, writing, and editing.
- Create professional and accurate letters, memos, and emails. Students will also be able to identify the qualities of professional communication, modern communication trends, etiquette, and professional document formatting.

ADVANCED MICROSOFT WORD 2010 (10 hours)

- Insert, edit, format, and position, images, charts, text boxes, WordArt, and SmartArt.
- Use mail merge tools to format documents for letters, labels, and envelopes.
- Collaborate with others by using tools such as tracking changes, comments, and protecting your document.
- Navigate long documents using outlines, the Navigation Pane, Master and Sub documents, headings, bookmarks, indexes, and table of contents.
- Create, use, edit, copy, and save templates, auto text, and building blocks, as well as create, protect, and fill out forms.
- Create, edit, save, and run macros.
- Configure the interface options to fit personal preferences.

ADVANCED MICROSOFT EXCEL 2010 (10 hours)

- Create, edit, sort, and format tables.
- Use basic and advanced sort and filter tools to display and analyze only desired data, including PivotTables and PivotCharts.
- Create, edit, save, and run macros.
- Utilize information from other sources by importing data and using hyperlinks.

- Configure the interface options to fit personal preferences.
- Correctly utilize complex functions to analyze and manage information.

ADVANCED MICROSOFT OUTLOOK 2010 (8 hours)

- Share calendars and folders.
- Use Outlook's search and review tools, including managing and searching subfolders.
- Customize the configuration of the Outlook environment to fit preferences or job duties, including views, quick steps, and rules.
- Create, display, modify, and manage their journal entries and notes.

ADVANCED MICROSOFT POWERPOINT 2010 (8 hours)

- Insert, edit, format, and position, images, objects, shapes, tables, charts, and SmartArt.
- Insert and edit video and audio files in presentations.
- Apply built-in and custom animations and transition effects.
- Use the tools provided to spell check, protect, and share a presentation.

OFFICE PROCEDURES (15 hours)

- Identify effective and appropriate communication techniques in all office situations.
- State proper office procedures and operate office equipment and systems.
- Identify effective purchasing and collections procedures related to office supplies and client billing.
- Efficiently use their time to plan and prioritize schedules, meetings, events, and travel arrangements.

FINAL EXAM PREPARATION (1 hour)

- Identify the steps they need to take to be eligible for and effectively prepare for and access the final exam.
- Identify the format, restrictions, and policies of final exams, including scoring, retakes, allowed resources, and time limits.

TAKE THE FIRST STEP TODAY!

FOR MORE INFORMATION: **1-800-411-7073**

ENROLL ONLINE: **CareerStep.com/enroll**