

EXECUTIVE ASSISTANT WITH MICROSOFT OFFICE 2016 LEARNING OBJECTIVES



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 2016, 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.

ORIENTATION

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 resources.

Computer Fundamentals (7 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.

Microsoft Office Training Orientation (1 hour)

- Successfully follow the lesson structure and download available study tools.
- Navigate the Microsoft Office training module(s) using the buttons and icons provided.

MICROSOFT OFFICE 2016

Word 2016: Beginner (10 hours)

- Identify and use the Ribbon, Quick Access Toolbar, tabs, scroll bars, cursor, ruler, and status bar.
- Create, save, open, edit, navigate, print, share, and recover a document.
- Edit and format text with options such as alignment, fonts, lists, spacing, tab stops, page format, layout, paragraph alignment

and spacing, and copy formatting.

- Employ the available search and review tools, including spell and grammar check, find and replace, copy, paste, and document view options.

Excel 2016: Beginner (12 hours)

- Use the Quick Access Toolbar, title bar, display options, formula bar, and worksheet tab.
- Create, save, open, 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, and cell references.
- Create basic, logical, financial, and text formulas.

PowerPoint 2016: Beginner (10 hours)

- Understand the screen, change views, and use the Quick Access Toolbar.
- Create, save, open, navigate, and edit a presentation.
- Create, insert, edit, format, delete, and organize the elements of a presentation.
- Use slide show tools, convert presentations to video, and present online.

Outlook 2016: Beginner (12 hours)

- 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.

EXECUTIVE ASSISTANT WITH MICROSOFT OFFICE 2016 LEARNING OBJECTIVES



Word 2016: Intermediate (10 hours)

- Create, insert, format, modify, and sort tables, pictures, screenshots, text boxes, shapes, WordArt, SmartArt, and charts.
- Apply and modify styles, themes, templates, and building blocks.
- Adjust margins, paper size, orientation, columns, page breaks, and headers and footers.

Excel 2016: Intermediate (8 hours)

- View, insert, copy, rename, hide, and delete worksheets, and freeze rows and columns.
- Create, move, and resize charts; configure chart titles, layout, and gridlines; and modify chart data.
- Configure page size and scale, headers and footers, margins, and orientation, and manage print area, titles, and headings.

Powerpoint 2016: Intermediate (12 hours)

- Insert, edit, format, and position pictures, objects, shapes, tables, charts, and SmartArt.
- Create, format, and apply built-in and custom animations, transition effects, themes, backgrounds, and templates.
- Create custom slide layouts and use Slide, Handout, and Notes Masters.
- Insert and edit video, audio, and narration files in presentations.

Outlook 2016: Intermediate (8 hours)

- Set up Quick Steps, create and manage rules, share email, and use themes, stationery, and email settings.
- Follow up with emails and create, complete, view, and assign tasks.
- Categorize and sort items; create and search folders; and archive, import, and export information.

Word 2016 Advanced (8 hours)

- Highlight text, insert and delete comments, use track changes and line numbers, create forms, and protect documents.
- Navigate long documents; use outline settings, bookmarks, and hyperlinks; insert cross references; and create index settings, footnotes, endnotes, citations, and tables of contents.
- Use mail merge options and create labels and envelopes.

Excel 2016: Advanced (10 hours)

- Import, export, sort and filter data; create tables and data validation rules; and remove duplicates.
- Manage cell comments, track changes, share workbooks, protect worksheets, and save sheets as web pages.
- Create, format, and filter PivotTables; change a PivotTable's calculation; insert a timeline; and insert and modify PivotCharts.

EXECUTIVE ASSISTANT

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.

Keyboard Kinetics (10 hours)

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

Grammar and Punctuation (10 hours)

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

Business Writing (16 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.
- Identify and use program-specific resources.

Office Procedures (16 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 time to plan and prioritize schedules, meetings, events, and travel arrangements.

Final Exam Preparation (1 hour)

- Identify the steps needed 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