Instructor: Thomas Tse
Office: ED 534
Email: Thomas.Tse@uregina.ca or UR Courses Email (Preferred)
Phone: 306-585-4725
Office Hours: Monday: 8:30 to 9:30 a.m.
            Tuesday: 8:30 to 9:30 a.m.
            Wednesday: 8:30 to 9:30 a.m.
            Or by appointment

**Course Objective**
This course is designed to develop students’ knowledge and practical skills in Microsoft Office suite. The knowledge and skills are nowadays essential in pursuing future business administration courses and engaging employment opportunities. At the completion of this course, students are able to utilize following applications to perform various tasks: word processing (Microsoft Word), spreadsheets (Microsoft Excel), presentation software (Microsoft PowerPoint), and databases (Microsoft Access).

**Class Schedule**
It is mandatory to attend the first day of class and four examinations during the semester. Tutorial sessions are optional.

<table>
<thead>
<tr>
<th>Class</th>
<th>Date</th>
<th>Topic</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>September 11</td>
<td>First day of class</td>
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<tr>
<td></td>
<td></td>
<td>Microsoft Excel – Tutorial 1</td>
</tr>
<tr>
<td></td>
<td>September 18</td>
<td>Microsoft Excel – Tutorial 2</td>
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<tr>
<td></td>
<td>September 25</td>
<td>Microsoft Excel – Tutorial 3</td>
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<tr>
<td></td>
<td>October 2</td>
<td>Microsoft Access – Tutorial 1</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Assignment #1 – due at 10:00 p.m.*</td>
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<tr>
<td></td>
<td>October 9</td>
<td>No Class</td>
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<tr>
<td></td>
<td>October 16</td>
<td>Microsoft Access – Tutorial 2</td>
</tr>
<tr>
<td>2</td>
<td>October 23</td>
<td>Exam #1 - Microsoft Excel</td>
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<tr>
<td></td>
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<td>Assignment #2 – due at 10:00 p.m.*</td>
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<td></td>
<td>October 30</td>
<td>Microsoft Word – Tutorial</td>
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<tr>
<td>3</td>
<td>November 6</td>
<td>Exam #2 - Microsoft Access</td>
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<tr>
<td></td>
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<td>Assignment #3 – due at 10:00 p.m.*</td>
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<td>November 13</td>
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<td></td>
<td>November 15</td>
<td>Last day to drop the class grade-of-W</td>
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<td>4</td>
<td>November 20</td>
<td>Exam #3 - Microsoft Word</td>
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<td>November 27</td>
<td>No Class</td>
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<tr>
<td>5</td>
<td>December 4</td>
<td>Exam #4 - Microsoft PowerPoint</td>
</tr>
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</table>

* Assignments should be submitted on-line via UR Courses.
Grading
This course is a non-credit compulsory course in your Bachelor of Business Administration program. To pass the course, student MUST achieve 70% or higher on the final score and attend and write ALL the scheduled exams to complete the course requirements. Exams will be on PC version of Microsoft Office. Student ID is required to participate all exams.

<table>
<thead>
<tr>
<th>Assignment</th>
<th>Percentage</th>
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<tbody>
<tr>
<td>Assignment #1 - Microsoft Excel</td>
<td>4%</td>
</tr>
<tr>
<td>Assignment #2 - Microsoft Access</td>
<td>4%</td>
</tr>
<tr>
<td>Assignment #3 - Microsoft Word</td>
<td>4%</td>
</tr>
<tr>
<td>Exam #1 - Microsoft Excel</td>
<td>24%</td>
</tr>
<tr>
<td>Exam #2 - Microsoft Access</td>
<td>24%</td>
</tr>
<tr>
<td>Exam #3 - Microsoft Word</td>
<td>20%</td>
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<tr>
<td>Exam #4 - Microsoft PowerPoint</td>
<td>20%</td>
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<tr>
<td><strong>Total</strong></td>
<td><strong>100%</strong></td>
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</table>

Grade will be posted on UR Courses two weeks after each examination.

Defer an exam under critical or urgent circumstances. Student must submit all supporting documents to the instructor minimal one week before the exam day. Note: permission must be obtained before the exam day in order to defer your exam. A doctor’s certificate of proving illness may be required. Any absence in exam will receive a zero mark.

Assignments
It is important for students to complete all the assignments to practical your learning from course materials. All assignments must be submitted on-line via UR Courses. Answer for each assignment will be posted on UR Courses after the submission deadline. **Late assignments will not be accepted.**

Academic Misconduct
Students are encouraged to interact with and learn from other students in this class. However, students are expected and required to do your own work.

Students enrolled in business courses at the University of Regina are expected to adhere rigorously to principles of intellectual integrity. Plagiarism is a form of intellectual dishonesty in which another person’s work is presented as one’s own. Plagiarism or cheating on examinations/assignments is a serious offence that may result in a zero grade on an assignment, a failing grade in a course, or expulsion from the University. For more information on this matter, please consult the Student Code of Conduct and Right to appeal section of this Calendar.

Special Need for Accommodation:
If you may have a special need for accommodation, please contact the Centre for Student Accessibility: [http://www.uregina.ca/student/accessibility](http://www.uregina.ca/student/accessibility)
# Course Topics

## Microsoft Office 2013: Excel

### Creating Workbooks, Worksheets, and Data
- Create and Open Workbooks
- Navigating Excel and Copy & Move Data
- Creating, Organizing and Modifying Worksheets

### Saving and Printing Data in Excel 2013
- Saving and Recovering Workbook
- Printing Workbooks

### Formatting Cells and Worksheets in Excel 2013
- Formatting Font
- Applying border and fills
- Aligning and Orienting Data
- Merging and Splitting Cells

### Formatting Data in Excel 2013
- Formatting Numbers
- Filling out cell with Auto Fill
- Filling out cell with Flash Fill
- Add Hyperlinks

### Presenting Data using Conditional Formatting and Sparklines in Excel 2013
- Applying Conditional Formatting
- Creating and Editing Sparklines

### Performing Calculations Using Functions
- Creating Basic Formulas
- Using Cell Reference
- Defining Named Cell Ranges in Formulas
- Using Basic Functions (Total, Average, Count, Maximum, Minimum, Variance, Standard Deviation)
- Using Basic Logical functions (And, Or, Not)
- Using If-type functions

### Presenting Data in Tables and Charts
- Creating and Editing a Table
- Adjusting a Table’s Appearance
- Creating and Editing a Chart
- Adding Elements to a Chart
- Adjusting a Chart’s Appearance

### Creating and Customizing Visual Elements
- Adding Test Boxes and Shapes
- Adding Pictures and SmartArt
- Applying Watermarks and Workbook Themes

### Customizing Options and Views in Excel 2013
- Changing Display Options
- Modifying Workbook and Windows Views
- Customizing Default Options
Manipulating Data in Excel 2013
- Sorting and Grouping Data
- Filtering and Converting Data

Data Search, Data Validation, and Macros
- Importing Files
- Adding and Adjusting Columns and Rows
- Finding and Replacing Data
- Data Validation
- Running and Creating Macros

Sharing and Linking Data, and Adding Office Apps
- Workbook Services and Sharing
- Linking to External Data
- Office Apps

Reviewing and Protecting Content in Excel 2013
- Working with multiple Workbooks
- Reviewing Content
- Protecting Content

Advanced Formats and Layouts in Excel 2013
- Custom Data Formats and Fill Series
- Custom Cell Styles, Forms and Templates
- Advance Conditional Formatting
- Accessibility and Internationalization

Advanced Formulas and Functions in Excel 2013
- Using Date and Time Functions
- Using Logical and IF-type Function (Multiple ifs function, Combine IF, AND, OR function, averageif, averageifs, sumif, sumifs, countif, countifs)
- Transposing and Looking Up Data (Vlookup, Hlookup, Lookup)
- Tracing Errors and Troubleshooting

Using Financial Functions and What-If Analysis
- Financial Functions (FV, PV)
- Enabling iterative calculations
- Watching Window
- What-if Analysis (Goal Seek function and Scenarios Manager)

Using PivotTables, Pivot Charts & Advanced Charts
- Creating and Editing PivotTable
- Creating Pivot Charts
- Using PowerPivot
- Adding Advanced Chat Elements

Microsoft Office 2013: Access

Creating and Populating a Database
- Creating a Database
- Creating a Table from Scratch
- Importing and Linking to Data
- Naming Tables and Saving Database
- Creating Relationships between Tables
Modifying Tables in Access 2013
- Creating and Modifying Fields
- Controlling Data Entry
- Modifying Record
- Sorting and Filtering Records
- Formatting Tables

Creating and Modifying Queries in Access 2013
- Using Queries to Filter Data
- Using Queries to Modify Data
- User-defined Input Queries
- Saving and Editing Queries
- Removing Fields and Queries
- Adding Calculated Fields and Grouping

Creating and Modifying Forms in Access 2013
- Creating a Basic Form
- Designing a Form from Scratch
- Creating Forms from application Parts
- Formatting Form

Creating and Modifying Reports in Access 2013
- Creating Basic Report
- Creating Report from Scratch
- Sorting and Grouping Data
- Formatting and Printing Reports

Microsoft Office 2013: Word

Editing and Formatting in Word 2013
- Spellchecking, Finding, and Replacing Text
- Formatting Text

Adding Lists and Objects in Word 2013
- Inserting Lists
- Using hyperlinks
- Adding Dates, Times, and Signatures

Performing Basic Tasks in Word 2013
- Creating Document
- Editing Text
- Saving and Printing Document

Structuring a Document in Word 2013
- Configuring Margins and Paper Sizes
- Adding a Headers and Footers
- Adding Page Numbers
- Modifying Spacing

Using Tables in Word 2013
- Organizing Data using Tables
- Inserting Cells, Columns and Row
- Splitting and Merging Table
- Adjusting Table Styles
Advanced Formatting in Word 2013
- Themes and Background
- Adjust Line Spacing
- AutoFormat
- Paste Special Formatting Options
- Using Tabs

Customizing Document Layout in Word 2013
- Using Column
- Controlling Line, Page and Section Breaks

Advanced Table Customization in Word 2013
- Moving and Resizing Table
- Sorting Table Data
- Using Formulas
- Using Tables to organize page content

Inserting and Formatting Graphics in Word 2013
- Adding Visual Enhancement to Document (Pictures, Screenshot, Shapes, SmartArt, WordArt and Graphic Object)
- Using Online Content (Online Pictures and Video)

Navigating and Reviewing Documents
- Using Search and Navigation
- Document Headings
- AutoCorrect, Grammar and Style Options
- Reviewing Comments and markup (Inserting and Modifying Comments and Tracking Change and Reviewing Markup)

Reference Tools and Mail Merge in Word 2013
- Table of Contents to a Document
- Footnotes and Endnotes
- Bibliography and Citations
- Mail Merge

Adjusting Document Views and Customizing the Appearance of Word 2013
- Configuring Document
- Master and Subdocuments
- Customize the Appearance

Microsoft Office 2013: PowerPoint

Creating Presentations in PowerPoint 2013
- Creating a New Presentation
- Adding and Editing Text
- Adding images
- Arrange Slides
- Saving Options

Enhancing PowerPoint 2013 Presentations
- Adding tables
- Formatting a Table Layout
- Using SmartArt and WordArt
- Adding a Photo Album
Animations and Media in PowerPoint 2013
- Adding Animation,
- Adding Audio and Video to Slides

Finalizing a PowerPoint 2013 Presentation
- Using Transitions
- Collaborating with Others
- Reviewing Slides
- Setting up and starting Slides shows

Advanced Slide Shows Tools in PowerPoint 2013
- Customizing Animation and Objects
- Using and Format Chart
- Managing Slide Layout and Color

Sharing, Printing, Protecting and Delivery Presentations In PowerPoint 2013
- Sharing Presentations
- The PowerPoint Web App
- Printing and Protecting
- Configuring Presentation
- Presenter Tools
- Giving Online Presentations
Feeling Stressed? Always worried?

Some stress is normal when you’re going to university but 1 in 5 students will suffer from enough distress that they would benefit from counselling.

What can I do?

The U of R offers several counselling services free of charge for students at the U of R. These sessions are confidential and easy to access for students – simply go to the second floor of Riddell, Room 251 to make an appointment.

When should you go?

Knowing when to schedule an appointment can be tough. Some common issues you might need help with include test anxiety, if you’ve experienced a trauma like losing a family member or a close friend, or if you’ve recently ended a relationship.

If the feelings you’re experiencing are more intense and severe counselling services can also provide urgent service within 3 days and referrals as needed.

What options are available for me?

- **Personal Counselling** – This is a great option if you’d like one on one attention for things like anxiety and panic, relationship conflict, depression, grief and loss, academic issues, body image and substance abuse. Up to 5 sessions are free per semester. Try it – talking about your problems can be more helpful than you might think!

- **Group Counselling** – Simply put, you’re not alone. Many students are experiencing the same things as you. The U of R offers a wide variety of group counselling opportunities that can help teach many skills for managing your mental health, including: Meditation and relaxation, Healthy relationships, Stress Management and Self-Care.

But I can’t afford counselling…

Seeking counselling doesn’t have to be cost prohibitive. Many students can benefit from the 5 free sessions offered by the University as a benefit of being a student.

If you need more sessions make sure you contact URSU and visit www.iHaveAPlan.ca. Many expenses that are related to mental health, including going to a psychologist, are partially covered by your Student Health and Dental Plan!

What else can I do?

Self-care - taking better care of yourself, can help you out. Eating better, working out, smoking and drinking less and balancing school with fun can all help with mental health!

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Have a problem but don’t know how to fix it?
URSU’s Student Advocate can help you free of charge!

- Academic Appeals
- Disciplinary Appeals
- Student Loan Appeals
- E-mail advocate@ursu.ca to schedule an appointment today!