



# Microsoft Imagine Academy - Office 2016

## Microsoft Word and PowerPoint

Mr. Conroy

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### Course Description:

This course focuses on the applications of Microsoft Word and PowerPoint and the ability to use it in real world settings. We will begin with Microsoft PowerPoint. Students will learn to use PowerPoint's interface, commands, and features to create, enhance, customize, and deliver presentations. Later in the semester, students will focus on Microsoft Word's interface, commands, and features to create, enhance, customize, and share complex documents.

### Required Material:

- Flash Drive
- 3 Ring binder with paper (one inch)
- Pen/Pencil
- Kleenex

### Objectives:

#### MICROSOFT POWERPOINT 40% of semester

Understand presentation software application skills using Microsoft PowerPoint Essentials

- PowerPoint Essentials
- Presentation Basics
- Working With Text
- Designing A Presentation
- Adding Tables To Slides
- Using Charts In A Presentation
- Creating SmartArt Graphics
- Adding Graphics To A Presentation
- Using Animation And Multimedia
- Securing And Sharing A Presentation
- Delivering A Presentation

#### MICROSOFT WORD 60% of semester

Understand word processing software application skills using Microsoft Word.

- Understanding Word
- Basic Editing
- Character Formatting
- Paragraph Formatting
- Managing Text Flow
- Creating Tables
- Using Illustrations And Graphics Proofing Documents
- Formatting A Research Paper
- Performing Mail Merges
- Maintaining Documents & Macros
- Protecting & Sharing Documents
- Using Advanced Options
- Working With Themes, Style Sets, Backgrounds, Quick Parts, & Text Boxes

***Each student will have the opportunity to certify in Word and PowerPoint by passing a Microsoft certification exam. The student will be given two, in-class, attempts to pass each certification. Additional opportunities may be scheduled with Mr. Conroy after school as the exam is a 50 minute, timed, exam that requires a third party to proctor.***

### Class Expectations:

All students must act in accordance with the Union County Public School System and Cuthbertson High School rules/Honor Code at all times. In order to have a successful semester, the following requirements should be met:

1. Respect your teacher, your peers, and classroom equipment.
2. Come to class prepared with all of the necessary materials.
3. Report to class on time. The tardy policy will be strictly enforced.
4. **No eating or drinking in the classroom.** Students will be assigned a laptop for use during the classroom. Laptops are **NEVER** to leave the classroom.

5. Cheating/Copying results in an automatic zero "0". No make-ups are allowed.
6. Use the computers only when authorized and refrain from inappropriate use of the computers or Internet.
7. Be quiet. Do not talk when the teacher or others are talking. Listen and follow directions.
8. Clean work area at the conclusion of each class.
9. Do not tamper with or vandalize any school furniture or equipment.
10. Remain in seats until bell rings for dismissal.
11. If you are missing class, you or parents/guardians must send an email to [Mr. Conroy](#).

### **Assessment and Grading Policy:**

Your grade will be based on the following:

#### **Weighted Points**

- Tests / Gmetrix & Certification – 30%
  - Must score **700** out of 1000 to pass. Certification counts as Three Grades

<b>First Time Certification Pass</b>		<b>2+ Certification Pass</b>	
<b>Range</b>	<b>Score</b>	<b>Range</b>	<b>Score</b>
Below 700	Retest	Below 700	Score/1000
700	90	700	85
701-730	91	701-730	86
731-760	92	731-760	87
761-790	93	761-790	88
791-820	94	791-820	89
821-850	95	821-850	90

- Projects – 25%
- Quizzes – 15%
- Classwork, Activities, Warm Ups/Exit Slips, Class Participation –30%
  - Deductions include:
    - Failure to adhere to the bell to bell policy
    - Use of cell phones
    - Inappropriate use of internet

The final grade will be determined by the three grading period grades and the final exam.

25% 1<sup>st</sup> grading period, 25% 2<sup>nd</sup> grading period, 25% 3<sup>rd</sup> grading period, 25% Final Exam

<b>Percentage</b>	<b>Letter Grade</b>
90 – 100	A
80 – 89	B
70 – 79	C
60 – 69	D
Below 60	F

All work is due in your scheduled class period.

Make-up work vs. Late work: Students unable to complete an assignment, quiz, or test due to an excused absence will have an opportunity to make up the work. Make-up work is available to students as per the county policy. Students have two days for each day absent to make up work. It is solely the student's responsibility to obtain any missed handouts and notes and to arrange to make up missed assignments.

**Late work will earn less credit and may need to be completed during Mr. Conroy's tutoring hours before/after school or as scheduled with Mr. Conroy. A 10% reduction if turned in the following day, a 20% reduction if turned in the second day, a 50% reduction if turned in prior to the end of the grading period. No work will be accepted after the end of the grading period.**

## Microsoft Word and PowerPoint Mr. Conroy

Print Student Name: \_\_\_\_\_ Class Period\_\_\_\_

I have read and understand the Microsoft Word and PowerPoint objectives, expectations, requirements, and grading policies.

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

I have read and understand the Microsoft Word and PowerPoint objectives, expectations, requirements, and grading policies and have reviewed them with my child.

\_\_\_\_\_  
Parent/Legal Guardian Signature

\_\_\_\_\_  
Date

Print Full Parent/Legal Guardian Name: \_\_\_\_\_

Phone Numbers: (Home) \_\_\_\_\_

(Cell) \_\_\_\_\_

(Work) \_\_\_\_\_

(Other) \_\_\_\_\_

Email address: \_\_\_\_\_