CRM LESSON PLAN REPORT

PERFORM MICROSOFT OFFICE FUNCTIONS (WORD, POWERPOINT AND EXCEL)

805C-CAA2A150 / 8.0 ©

Analysis
28 Jun 2017

Effective Date: N/A

SCOPE:

This lesson prepares students for certification as a Microsoft Office Specialist (MOS) and provides core skills for using Word, PowerPoint, and Excel. This lesson requires students to complete Microsoft Office Army eLearning lessons using Skillport.

Distribution Restriction: Approved for public release; distribution is unlimited.

Destruction Notice: None

Foreign Disclosure: FD1 • This training product has been reviewed by the training developers in coordination with the USASSI Fort Jackson foreign disclosure officer. This training product can be used to instruct international military students from all approved countries without restrictions.
### All Course Masters/POIs Including This Lesson

#### Courses

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Version</th>
<th>Title</th>
<th>Phase</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>500-42A10</td>
<td>8.0</td>
<td>Human Resources Specialist</td>
<td>N/A</td>
<td>Analysis</td>
</tr>
</tbody>
</table>

#### POIs

<table>
<thead>
<tr>
<th>POI Number</th>
<th>Version</th>
<th>Title</th>
<th>Phase</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>500-42A10</td>
<td>8.0 ©</td>
<td>Human Resources Specialist</td>
<td>0</td>
<td>Analysis</td>
</tr>
</tbody>
</table>

#### Task(s) Taught(*) or Supported

**Individual**

<table>
<thead>
<tr>
<th>Task Number</th>
<th>Task Title</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>805C-42A-1002</td>
<td>Prepare Correspondence</td>
<td>Approved</td>
</tr>
</tbody>
</table>

#### Reinforced Task(s)

<table>
<thead>
<tr>
<th>Knowledge Id</th>
<th>Title</th>
<th>Taught</th>
<th>Required</th>
</tr>
</thead>
<tbody>
<tr>
<td>K1390</td>
<td>Know Microsoft Office Suite</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>K6059</td>
<td>Knowledge how to use Microsoft office software</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>K26412</td>
<td>Knowledge of Computer</td>
<td>No</td>
<td>Yes</td>
</tr>
</tbody>
</table>

#### Skill

<table>
<thead>
<tr>
<th>Skill Id</th>
<th>Title</th>
<th>Taught</th>
<th>Required</th>
</tr>
</thead>
<tbody>
<tr>
<td>S3722</td>
<td>Demonstrate basic computer literacy skills</td>
<td>No</td>
<td>Yes</td>
</tr>
<tr>
<td>805P-S-0110</td>
<td>Ability to use a computer and software</td>
<td>No</td>
<td>Yes</td>
</tr>
<tr>
<td>S4981</td>
<td>Ability to Operate a Computer</td>
<td>No</td>
<td>Yes</td>
</tr>
<tr>
<td>S5368</td>
<td>The ability to use a Word-processing program such as Microsoft Word</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>S0366</td>
<td>Navigate Microsoft Office Suite Software</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>S2454</td>
<td>Operate Microsoft Office Suite</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>S5371</td>
<td>The ability to use a chart-presentation program such as Microsoft PowerPoint</td>
<td>Yes</td>
<td>Yes</td>
</tr>
</tbody>
</table>

#### Administrative/Academic Hours

The administrative/academic (50 min) hours required to teach this lesson are as follows:

<table>
<thead>
<tr>
<th>Academic</th>
<th>Resident Hours / Methods</th>
</tr>
</thead>
<tbody>
<tr>
<td>Yes</td>
<td>0 hrs 10 mins Structured Overview</td>
</tr>
<tr>
<td>Yes</td>
<td>36 hrs 0 mins Interactive Multimedia Instruction</td>
</tr>
<tr>
<td>Yes</td>
<td>0 hrs 10 mins Reflective Discussion</td>
</tr>
</tbody>
</table>

Total Hours(50 min): 36 hrs 20 mins
The instructor action (60 min) hours required to teach this lesson are as follows:

<table>
<thead>
<tr>
<th>Hours/Actions</th>
<th>Hours</th>
<th>Minutes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Class Welcoming/Farewell Exercises Prep</td>
<td>1 hrs</td>
<td>0 mins</td>
</tr>
<tr>
<td>Classroom Setup</td>
<td>1 hrs</td>
<td>0 mins</td>
</tr>
<tr>
<td>Distribute DL Assignments</td>
<td>1 hrs</td>
<td>0 mins</td>
</tr>
<tr>
<td>Evaluate Student DL Assignments</td>
<td>1 hrs</td>
<td>0 mins</td>
</tr>
<tr>
<td>Facilitate Discussion</td>
<td>1 hrs</td>
<td>0 mins</td>
</tr>
<tr>
<td>Logistics Support – Communication</td>
<td>1 hrs</td>
<td>0 mins</td>
</tr>
<tr>
<td>Logistics Support – Equipment</td>
<td>1 hrs</td>
<td>0 mins</td>
</tr>
</tbody>
</table>

Total Hours (60 min): 7 hrs 0 mins

Test Lesson(s)

<table>
<thead>
<tr>
<th>Hours</th>
<th>Lesson Number Version</th>
<th>Lesson Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>None</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Prerequisite Lesson(s)

<table>
<thead>
<tr>
<th>Hours</th>
<th>Lesson Number Version</th>
<th>Lesson Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>None</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Training Material Classification

Security Level: This course/lesson will present information that has a Security Classification of: U - Unclassified.

Foreign Disclosure Restrictions

FD1. This training product has been reviewed by the training developers in coordination with the USASSI Fort Jackson foreign disclosure officer. This training product can be used to instruct international military students from all approved countries without restrictions.

References

<table>
<thead>
<tr>
<th>Number</th>
<th>Title</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>AR 25-50</td>
<td>Preparing and Managing Correspondence</td>
<td>17 May 2013</td>
</tr>
<tr>
<td>AR 380-5</td>
<td>DEPARTMENT OF THE ARMY INFORMATION SECURITY PROGRAM</td>
<td>29 Sep 2000</td>
</tr>
<tr>
<td></td>
<td>Microsoft Help and Support</td>
<td>22 Oct 2009</td>
</tr>
</tbody>
</table>

Student Study Assignment

All students should review training schedule and email all reading assignments one day prior to the start of lesson being taught.
Instructors must review lesson plan material and associated multi-media a minimum of one day prior to the actual date of instruction. Instructors should be prepared to add relevant experience to assist in learning. Demonstrators: All demonstrators should rehearse their demonstration one day prior to demonstrating any lesson material. A positive and motivating experience should be the result of all demonstrations. All instructors/facilitators must meet requirements below:

1. Must be of the grade and MOS authorized by the TDA series.

2. Must have successfully completed a TRADOC-approved Instructor Training Course and be certified by the proponent as an instructor.


4. Must be a graduate of 42A Advanced Leaders Course (ALC).

Assistant Instructors (AIs): All lesson plans material must be reviewed a minimum of one day prior to instruction. AIs will be alert to the needs of the students and assist as necessary. AIs must be prepared to take over class in the event of an interruption or emergency.

<table>
<thead>
<tr>
<th>Name</th>
<th>Student Ratio</th>
<th>Qty</th>
<th>Man Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>None</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>ID - Name</td>
<td>Student Ratio</td>
<td>Instructor Ratio</td>
<td>Spt</td>
</tr>
<tr>
<td>--------------------------------------------------------------------------</td>
<td>---------------</td>
<td>------------------</td>
<td>-----</td>
</tr>
<tr>
<td>5836-01-C10-1226 - Player, DVD/VCR: Combo HD Samsung</td>
<td>0:0</td>
<td>0:0</td>
<td>Yes</td>
</tr>
<tr>
<td>Remarks:</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5895-01-463-7374 - Workstation, Computer</td>
<td>1:1</td>
<td>0:0</td>
<td>No</td>
</tr>
<tr>
<td>Remarks:</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5965-01-C11-8844 - Microphone Dynamic, w/Connector and Cable: Desktop Gooseneck Shure</td>
<td>0:0</td>
<td>0:0</td>
<td>Yes</td>
</tr>
<tr>
<td>Remarks:</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5965-01-C12-2937 - Microphone Wireless, W/Dynamic High: EW112E Sennheiser</td>
<td>0:0</td>
<td>0:0</td>
<td>Yes</td>
</tr>
<tr>
<td>Remarks:</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5965-01-T00-0117 - Indoor Speakers: DI5 Tannoy</td>
<td>0:0</td>
<td>0:0</td>
<td>Yes</td>
</tr>
<tr>
<td>Remarks:</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>6150-01-398-2605 - POWER STRIP, ELECTRICAL OUTLET</td>
<td>0:0</td>
<td>0:0</td>
<td>Yes</td>
</tr>
<tr>
<td>Remarks:</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>6720-01-C15-4950 - Imaging Camera: Wolf Vision VZ8LTG</td>
<td>0:0</td>
<td>0:0</td>
<td>Yes</td>
</tr>
<tr>
<td>Remarks:</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>6730-00-144-6800 - Screen, Projection</td>
<td>0:0</td>
<td>0:0</td>
<td>Yes</td>
</tr>
<tr>
<td>Remarks:</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>7025-01-328-5540 - Printer, Automatic Data Processing, Laser Printer</td>
<td>0:0</td>
<td>0:0</td>
<td>Yes</td>
</tr>
<tr>
<td>Remarks:</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>7025-01-C09-1799 - Touchpanel, Color: TPS-3100L Crestron</td>
<td>0:0</td>
<td>0:0</td>
<td>Yes</td>
</tr>
<tr>
<td>Remarks:</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>7025-01-C12-2693 - Monitor Dell 1909wb 2 Each</td>
<td>0:0</td>
<td>0:0</td>
<td>Yes</td>
</tr>
<tr>
<td>Remarks:</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>7025-01-C12-4825 - Computer Dell Precision T3500 2 Each</td>
<td>0:0</td>
<td>0:0</td>
<td>Yes</td>
</tr>
<tr>
<td>Remarks:</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>7025-01-C13-1478 - Projector Panasonic PT-DW6300US 2 Each</td>
<td>0:0</td>
<td>0:0</td>
<td>Yes</td>
</tr>
<tr>
<td>Remarks:</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>7050-01-C14-4309 - Interactive Pen Display: ID422W Smart</td>
<td>0:0</td>
<td>0:0</td>
<td>Yes</td>
</tr>
<tr>
<td>Remarks:</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>7110-01-202-3674 - Board, Marker, Dry, Erasable Type</td>
<td>0:0</td>
<td>0:0</td>
<td>Yes</td>
</tr>
<tr>
<td>Remarks:</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>7195-01-C05-1326 - Mr Podium MP42-T Lectern</td>
<td>0:0</td>
<td>0:0</td>
<td>Yes</td>
</tr>
<tr>
<td>Remarks:</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

(Note: Asterisk before ID indicates a TADSS.)

Instructor Materials:

Each primary instructor/facilitator should possess a lesson plan, slide deck, course handouts, practical exercises, computer with internet access, and a printer.

Student Materials:

Students must have access to a computer with internet access, course handouts, practical exercises, and standard classroom supplies.
### Classroom, Training Area, and Range Requirements

<table>
<thead>
<tr>
<th>ID - Name</th>
<th>Quantity</th>
<th>Student Ratio</th>
<th>Setup Mins</th>
<th>Cleanup Mins</th>
</tr>
</thead>
</table>

### Ammunition Requirements

<table>
<thead>
<tr>
<th>DODIC - Name</th>
<th>Exp</th>
<th>Student Ratio</th>
<th>Instruct Ratio</th>
<th>Spt Qty</th>
</tr>
</thead>
<tbody>
<tr>
<td>None</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**NOTE:** Before presenting this lesson, instructors must thoroughly prepare by studying this lesson and identified reference material.

Instructors must review lesson plan material and associated multi-media prior to the actual date of instruction. Throughout this lesson, share with students the challenges they will experience in the operational environment (OE) and they can do to resolve them. Encourage students to apply at least one of the critical variables: Political, Military, Economic, Social, Information, Infrastructure, Physical Environment and Time (PMESII-PT).

### Proponent Lesson Plan Approvals

<table>
<thead>
<tr>
<th>Name</th>
<th>Rank</th>
<th>Position</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>None</td>
<td></td>
<td></td>
<td>NO DATA</td>
</tr>
</tbody>
</table>
SECTION II. INTRODUCTION

Method of Instruction: Structured Overview
Mode of Delivery: Resident Instruction
Instr Type (I:S Ratio): Military - ICH (1:28) (MOS 42A)
Time of Instruction: 10 mins

SHOW SLIDE #1: PERFORM MICROSOFT OFFICE FUNCTIONS (WORD, POWERPOINT, EXCEL)

As a Human Resources (HR) Specialist you are expected to be the “go to person” on all office correspondence, administrative, and personnel actions. It is important for an HR Specialist to have a thorough understanding and extensive knowledge of Microsoft® Office and all the tools this software offers in order to make your job easier supporting the commander. The quality and professionalism of the correspondence, slide presentations, and other products you produce as an HR Specialist is a direct reflection on your command.

SHOW SLIDE #2: TERMINAL LEARNING OBJECTIVE

NOTE. Inform the students of the following Terminal Learning Objective requirements.

At the completion of this lesson, you [the student] will:

<table>
<thead>
<tr>
<th>Action:</th>
<th>Perform Microsoft Office Functions (Word, PowerPoint and Excel)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Conditions:</td>
<td>In a classroom environment, given a computer with internet access, Army eLearning SkillPort user ID and password, printer, and an awareness of Operational Environment (OE) variables and factors.</td>
</tr>
<tr>
<td>Standards:</td>
<td>With a minimum of 70% accuracy, students must successfully complete all SkillPort Microsoft® Certification training modules and lessons for the following learning activities:</td>
</tr>
<tr>
<td></td>
<td>1. Complete Microsoft® Word certification.</td>
</tr>
<tr>
<td></td>
<td>2. Complete Microsoft® PowerPoint certification.</td>
</tr>
<tr>
<td></td>
<td>3. Complete Microsoft® Excel certification.</td>
</tr>
</tbody>
</table>

Learning Domain - Level: Cognitive - Applying
No JPME Learning Areas Supported: None

Safety Requirements
In a training environment, leaders must perform a risk assessment in accordance with DA PAM 385-30, Risk Management. Leaders will complete a DD Form 2977 DELIBERATE RISK ASSESSMENT WORKSHEET during the planning and completion of each task and sub-task by assessing mission, enemy, terrain and weather, troops and support available-time available and civil considerations, (METT-TC). Local policies and procedures must be followed during times of increased heat category in order to avoid heat related injury. Consider the work/rest cycles and water replacement guidelines IAW TRADOC Regulation 350-29.

Risk Assessment Level
Low - Electrical Shock, Fire, Slippery Floors, Physical Injure/Strain, Tripping Tight
Spaces in Classroom, and Influenza.
Assessment: Low
Controls: Primary Instructor (PI) will ensure: All electrical cords are properly stored under desks, liquid containers have lids on them and all spills are immediately cleaned and mopped and allowed to completely dry before allowing students/personnel to walk on them. All chairs are ergonomically designed, adjust to individual preference and that all students are awake and paying attention in class. All cables/cords are properly plugged in, sheathed, and secured along tables, walls, and ceilings. No damaged or frayed cords/cables will be used. PI will brief proper hand washing techniques, the use of hand sanitizer, and evacuation procedures. All trash will be removed daily.
Leader Actions: Detailed in-brief covering all aspects of safety to include daily classroom inspections, spills cleaned immediately, emergency exit plans, leader checks, hygiene procedures, and weekly safety briefings.

Environmental Considerations
NOTE: Instructor should conduct a risk assessment to include environmental considerations IAW the current environmental considerations publication, and ensure students are briefed on hazards and control measures..

Environmental protection is not just the law but the right thing to do. It is a continual process and starts with deliberate planning. Always be alert to ways to protect our environment during training and missions. In doing so, you will contribute to the sustainment of our training resources while protecting people and the environment from harmful effects. Refer to FM 3-34.5 Environmental Considerations and GTA 05-08-002 ENVIRONMENTAL-RELATED RISK ASSESSMENT

Instructional Lead-in
One of your tasks as a Human Resources Specialist is to determine the proper format for correspondence, briefings, and data. Memorandums, slide shows, and spreadsheets are used to communicate messages, data, and briefings within and outside the headquarters, command, installation, activities, units, or similarly identifiable organizational elements within DOD. Today, we are going to learn the basic functions of Word, PowerPoint, and Excel using interactive multi-media instruction (IMI). During this lesson you will work in Microsoft® Office, Excel, and PowerPoint. You will learn how to utilize Word to prepare basic correspondence. In Microsoft Excel, we will learn spreadsheet basics. You will also learn the basics of PowerPoint and how to create a slide show, customize the Slide Master Slide, and how to change transition speed within the slide show.

21ST CENTURY SOLDIER COMPETENCIES

The 21st Century Soldier Competencies are essential to ensure Soldiers and leaders are fully prepared to prevail in complex, uncertain environments. This lesson reinforces the following 21st Century Soldier Competencies:

1. Adaptability and initiative
2. Lifelong learner (includes digital literacy)
3. Communication and engagement (oral, written, negotiation)
4. Critical thinking and problem solving
5. Tactical and technical competence
Throughout the lesson discussion seek opportunities to link the competencies with the lesson content.
SECTION III. PRESENTATION


Method of Instruction: Interactive Multimedia Instruction
Mode of Delivery: Resident Instruction
Instr Type (I:S Ratio): Military - ICH (1:28)(MOS 42A)
Time of Instruction: 12 hrs
Media Type: Computer Based Instruction / Interactive Multimedia Instruction (IMI)
Other Media: Unassigned
Security Classification: This course/lesson will present information that has a Security Classification of: U - Unclassified.

SHOW SLIDE #3: REGISTER OR LOG IN TO ARMY ELEARNING

Army e-Learning is a program that provides free, state-of-the-art, Computer Based Training (CBT). The program provides free access to over 2,500 Information Technology, Business Skills, Foreign Language and Interpersonal Skills courses. Only Active Army, Army National Guard, Army Reservists, Army ROTC Cadet III and IV, and Department of the Army civilians are authorized to register for this program.

Your USER NAME is the same as your AKO User Name. Even though the AKO e-mail has been eliminated, your SkillPort Username is still the same as your AKO Username. If you are unsure of your AKO User Name, please log in to AKO at https://www.us.army.mil; click on MyAccount; choose Account Information. Your User Name is the first item listed. If you are not able to locate your AKO User Name, please contact the AKO Help Desk at 1-866-335-2769 - Use Option 3 for AKO Support.

Your PASSWORD is different than your AKO password. If you did not receive your Army e-Learning password from ATRRS, you can click on the "FORGOT YOUR PASSWORD?" link (https://usarmy.skillport.com) to have a new password sent to you. A new password will be sent to the e-mail that is currently in your Skillport profile. If you do not receive your password within approximately 10 minutes, please click on the link for Technical Support Life Help: https://support.skillsoft.com/armyhelp/

If you have never used Army eLearning, click on the "NOT YET REGISTERED?" link and establish an account.

SHOW SLIDE #4: COURSE TEST/COURSE COMPLETION

NOTE: Explain to students the standard and requirements for successfully completing Army eLearning lessons. Ensure there are no questions before beginning training.

• The passing score for each lesson test in the Army’s eLearning Program is 70% or higher.

• There is NO penalty to the student for failing a course test. The course tests can be
taken as many times as necessary to pass the test with a 70% or higher.

- Test results are only displayed in the student's "My Progress" and are not passed to any other individuals.

- There is **no time limit** to complete a SkillSoft course.

- You are required to view each page of the course, view/listen to all required media in full and pass each course lesson test with a 70% or higher in order to receive a completion certificate.

- Students’ successfully completed courses will transfer to ATRRS and a certificate will be **emailed to you** within 3-5 days of completing the course.

- You may also **print a certificate** within SkillPort by clicking on the "My Progress" link; click on the "Completion Tab."

**SHOW SLIDE #5: MICROSOFT WORD**

**INTRODUCTION.** Word is a full-featured word processing program for Windows from Microsoft. Available stand-alone or as part of the Microsoft Office suite, Word contains rudimentary desktop publishing capabilities and is the most widely used word processing program on the market. Word files are commonly used as the format for sending text documents via e-mail because almost every user with a computer can read a Word document by using the Word application, a Word viewer or a word processor that imports the Word format.

Word 2013 boasts new and improved features across the board, spanning document creation to reading, editing, and collaboration. What's even better is that Microsoft has made these advanced features easier for everyone to use. Today, we are going to begin Word certification training using Army eLearning SkillPort training.

**NOTE:** After students are logged in, walk them through the steps on the slide for accessing training. The following instructions are the same for all courses.

**Log In with AKO username and Skillport Password**

1. Click on Catalog on the left side.

2. Click the Plus Box for Desktop Curricula to open subfolders.

3. Click the Plus Box for Microsoft Office 2013 subfolders.

4. Click the Plus Box for Microsoft Office 2013: Beginning Word.
5. Highlight the course you want to take and click launch to begin the lesson.

6. Once the lesson opens click Begin Course at the bottom of the page.

NOTE: Inform students they must complete all of the Microsoft Word 2013 modules and lessons listed on the slide. Below is a overview/description of each lesson and the lesson ID.

Microsoft Office 2013: Beginning Word.

1. Performing Basic Tasks in Word 2013 - 3 lessons; 7 topics.
   Lesson: Editing Text in Word 2013
   Lesson: Saving and Printing Documents in Word 2013
   Lesson: Creating Documents in Word 2013

   ID: mo_bgwo_a01_dt_enus

   Overview/Description. Microsoft Word 2013, the latest offering of Microsoft's popular word-processing software, offers a variety of features that enable you to create well organized, visually appealing, and professional documents. This course introduces and demonstrates commonly used Word tasks, such as creating documents, entering and editing text, cutting, copying, and pasting, and saving and printing documents. This course will help prepare learners for the Microsoft Certification Exam 77-418: Word 2013 which certifies individuals as Microsoft Office Specialist (MOS): Word 2013.

2. Editing and Formatting in Word 2013 - 2 lessons; 6 topics.
   Lesson: Formatting Text in Word 2013
   Lesson: Spellchecking, Finding, and Replacing Text in Word 2013

   ID: mo_bgwo_a02_dt_enus

   Overview/Description. A wide variety of tools and features are available in Word 2013 to help you format the overall appearance of your document. Word also provides a number of tools that make it easier to edit your document, including spelling and grammar checking features. This course covers checking the spelling and grammar in a document using the associated panes, finding and replacing terms, formatting fonts using the ribbon and the Mini toolbar, using styles, and copying formatting with the Format Painter. This course will help prepare learners for the Microsoft Certification Exam 77-418: Word 2013 which certifies individuals as Microsoft Office Specialist (MOS): Word 2013.

   Lesson: Configuring Margins and Paper Sizes in Word 2013
   Lesson: Setting up Headers and Footers in Word 2013
Lesson: Modifying Spacing in Word 2013

ID: mo_bgwo_a03_dt_enus

Overview/Description. Within Word 2013, there are numerous options that allow you to customize how the contents of your documents appear. Items like page margins, paper sizes, and spacing are fully customizable. You can also add headers and footers to easily include important information on some or all of the pages in your document and add page numbers to make it easier to navigate longer documents. This course demonstrates how to adjust page margins and paper size, as well as how to add, edit, and remove headers and footers. Adding page numbers, configuring indentation, and adjusting paragraph spacing are also covered. This course will help prepare learners for the Microsoft Certification Exam 77-418: Word 2013 which certifies individuals as Microsoft Office Specialist (MOS): Word 2013.

4. Adding Lists and Object in Word 2013 - 3 lessons; 7 topics.
Lesson: Using Hyperlinks in Word 2013
Lesson: Inserting Lists in Word 2013
Lesson: Adding Dates, Times, and Signatures in Word 2013

ID: mo_bgwo_a04_dt_enus

Overview/Description. You can add a number of different objects to your Word 2013 documents to help increase readability and functionality, and also improve their appearance. Several available types of lists, such as bulleted and numbered lists, allow you to format and organize information. Signature lines offer added data security and allow you to easily specify that a signature is required on a document. You can include dates and times to mark when a document was created, when something is due, or for tracking purposes. Hyperlinks allow you to link to other sections of a document, to other documents, to web sites, and to e-mail addresses. This course demonstrates how to create and format various types of lists, and to work with hyperlinks in your document. It demonstrates how to insert the date and time in a document and how to add digital signatures. This course will help prepare learners for the Microsoft Certification Exam 77-418: Word 2013 which certifies individuals as Microsoft Office Specialist (MOS): Word 2013.

Lesson: Creating Tables in Word 2013
Lesson: Editing and Formatting Tables in Word 2013

ID: mo_bgwo_a05_dt_enus

Overview/Description. Tables are a great way of sorting and organizing data to make it easier to read and analyze. In Word 2013, you can create tables in a variety of
ways, either using the ribbon to specify the number of columns and rows required, drawing a table and customizing it as needed, or converting existing text to a table. Once you've created a table, there are many options available to customize its overall appearance. You can add and remove cells, columns, and rows as needed, as well as merge cells, split them apart, or even split a table into more than one table. You can use row and column design options, predefined styles, and border settings to further customize a table's appearance. This course demonstrates how to create tables and add and remove cells, columns, and rows. It shows how to split or merge cells and split tables, adjust table style options, and customize table borders. This course will help prepare learners for the Microsoft Certification Exam 77-418: Word 2013 which certifies individuals as Microsoft Office Specialist (MOS): Word 2013.

Check on Learning:

SHOW SLIDE #6: CHECK ON LEARNING

Q. How do you save an existing document with a different name?
   A. Use the "Save As" command.

Q. How many margins are there on a page?
   A. Four (top, bottom, right, left).

Q. What would you see while spell checking the phrase "My father was write"?
   A. No errors.

Q: How will you use Microsoft Word as an HR Specialist?

Review Summary:

This course introduced and demonstrated commonly used Word tasks, such as creating documents, entering and editing text, cutting, copying, and pasting, and saving and printing documents. Ensure you provide the instructor a copy of your certification certificate. Are there any questions before we move on to PowerPoint?


   Method of Instruction: Interactive Multimedia Instruction
   Mode of Delivery: Resident Instruction
   Instr Type (I:S Ratio): Military - ICH (1:28)(42A-MOS)
   Time of Instruction: 12 hrs
   Media Type: Computer Assisted Instruction / Interactive Multimedia Instruction (IMI)
   Other Media: Unassigned
   Security Classification: This course/lesson will present information that has a Security Classification of: U - Unclassified.

SHOW SLIDE #7: MICROSOFT POWERPOINT
INTRODUCTION. Microsoft PowerPoint is a slide show presentation program developed by Microsoft. PowerPoint is useful for helping develop the slide-based presentation format, and is currently one of the most commonly-used presentation programs available. As of 2012, various versions of PowerPoint claim ~95% of the presentation software market share, with installations on at least 1 billion computers. Among presenters world-wide, this program is used at an estimated frequency of 350 times per second. As we all know, PowerPoint presentations consist of a number of individual pages or "slides". The "slide" analogy is a reference to the slide projector. Slides may contain text, graphics, sound, movies, and other objects, which may be arranged freely. The presentation can be printed, displayed live on a computer, or navigated through at the command of the presenter. For larger audiences the computer display is often a video projector. During today's training you will learn the basic functions and capabilities of PowerPoint.

NOTE: After students are logged in, walk them through the steps on the slide for accessing training.

Log In with AKO username and Skillport Password

1. Click on Catalog on the left side.

2. Click the Plus Box for Desktop Curricula to open subfolders.

3. Click the Plus Box for Microsoft Office 2013 subfolders.

4. Click the Plus Box for Microsoft Office 2013: Beginning PowerPoint.

5. Highlight the course you want to take and click launch to begin the lesson.

6. Once the lesson opens click Begin Course at the bottom of the page.

NOTE: Inform students they must complete all of the Microsoft PowerPoint 2013 modules and lessons listed on the slide. Below is an overview/description of each lesson and the lesson ID.

Microsoft Office 2013: Beginning PowerPoint

1. Creating Presentations in PowerPoint – 3 lessons; 8 topics.
Lesson: Creating and Opening Presentations
Lesson: Adding Text and Images to Presentations
Lesson: Working with Slides and Saving Options

ID: mo_bgpw_a01_dt_enus
Overview/Description. Microsoft PowerPoint 2013 allows you to create professional-looking slide-show presentations on PCs, tablets, and phones. This course provides an introduction to the main components of the PowerPoint 2013 interface, covering opening and saving a presentation, working with slides, formatting text and text boxes, and using templates and themes variations to create professional looking presentations. You will also learn how to insert images, clip art, and shapes, as well as how to format your images so that they provide the maximum impact for your presentation. This course will help prepare learners for the Microsoft Certification Exam 77-422: PowerPoint 2013 which certifies individuals as Microsoft Office Specialist (MOS): PowerPoint 2013.

2. Enhancing PowerPoint 2013 Presentations- 3 lesson; 8 topics.
   Lesson: Adding a Photo Album
   Lesson: Adding and Formatting Tables
   Lesson: Working with SmartArt and WordArt

ID: mo_bgpw_a02_dt_enus

Overview/Description. PowerPoint 2013 enables you to create visually appealing presentations. Adding simple enhancements through the use of, tables, WordArt, and SmartArt allows you to make your presentations more engaging and interesting. This course introduces the SmartArt and WordArt features that allow you to add flair to your presentations by using colors and shapes to emphasize text and data. Also covered are the ways of incorporating and formatting tabular data to create a professional and effective presentation. You will also learn how to create a photo album to display your personal or business photographs. This course will help prepare learners for the Microsoft Certification Exam 77-422: PowerPoint 2013 which certifies individuals as Microsoft Office Specialist (MOS): PowerPoint 2013.

3. Animations and Media in PowerPoint 2013 - 3 lessons; 6 topics.
   Lesson: Adding Animation
   Lesson: Adding Audio
   Lesson: Adding Video

ID: mo_bgpw_a03_dt_enus

Overview/Description. PowerPoint 2013 can help you make presentations more dynamic by adding audio and video clips to any slide. You can directly insert, edit, and play video in your presentation, as well as add audio clips to create attention-grabbing sound effects. PowerPoint 2013 also has new animation tools which make slide shows more fluid and interesting. All of these features are discussed in this course. This course will help prepare learners for the Microsoft Certification Exam 77-422: PowerPoint 2013 which certifies individuals as Microsoft Office Specialist (MOS): PowerPoint 2013.
PowerPoint 2013.

4. Finalizing a PowerPoint 2013 Presentation- 3 lessons; 7 topics.
Lesson: Apply Transitions
Lesson: Finishing PowerPoint Presentations
Lesson: Presenting a Slide Show

ID: mo_bgps_a04_dt_enus

Overview/Description. PowerPoint 2013’s collaborative tools allow multiple people to work on the single presentation at the same time. To simplify the process of reviewing changes, you can now merge the reviewed version with your original version into one presentation. This course explores these topics and other collaboration features available in PowerPoint 2013 such as navigating through comments that were added to slides and accepting and rejecting changes. Also covered are slide transitions, proofing, language, and research tools, along with setting up and starting slide show presentations. This course will help prepare learners for the Microsoft Certification Exam 77-422: PowerPoint 2013 which certifies individuals as Microsoft Office Specialist (MOS): PowerPoint 2013.

Check on Learning:

SHOW SLIDE #8: CHECK ON LEARNING

Q. Which PowerPoint feature allows the user to create a simple presentation without having to spend too much time on it?
A. AutoContent Wizard.

Q. Which PowerPoint feature adds special effects to modify the appearance of the slides and the timing between each slide?
A. Transition Settings.

Q. What does “apply design template” do?
A. Changes the look of the slide without changing the content.

Q: How will you use PowerPoint as an HR Specialist?

Review Summary:

Microsoft PowerPoint 2013 allows you to create professional-looking slide-show presentations on PCs, tablets, and phones. This course provided an introduction to the main components of the PowerPoint 2013 interface, covering opening and saving a presentation, working with slides, formatting text and text boxes, and using templates and themes variations to create professional looking
presentations. You also learned how to insert images, clip art, and shapes, as well as how to format your images so that they provide the maximum impact for your presentation. Ensure you provide a copy of your certification certificate to your instructor. Are there any questions before we begin Excel training?


Method of Instruction: Interactive Multimedia Instruction
Mode of Delivery: Resident Instruction
Instr Type (I:S Ratio): Military - ICH (1:28)(42A-MOS)
Time of Instruction: 12 hrs
Media Type: Computer Based Instruction / Interactive Multimedia Instruction (IMI)
Other Media: Unassigned
Security Classification: This course/lesson will present information that has a Security Classification of: U - Unclassified.

SHOW SLIDE #9: MICROSOFT EXCEL

INTRODUCTION. Microsoft Excel 2013 is a powerful spreadsheet application that is perfect for maintaining long lists of data, budgets, sales figures and other data. With over 1 million columns and 16,000 rows, Excel is capable of maintaining large volumes of data. During today’s training, you'll learn how to navigate through the basics of Excel and use some new features. Additionally, you'll learn how to create tables, move information around with ease, and use formulas that can calculate the totals of everything from a monthly budget to a loan payment.

NOTE: After students are logged in, walk them through the steps on the slide for accessing training.

Log In with AKO username and Skillport Password

1. Click on Catalog on the left side.

2. Click the Plus Box for Desktop Curricula to open subfolders.

3. Click the Plus Box for Microsoft Office 2013 subfolders.

4. Click the Plus Box for Microsoft Office 2013: Beginning Excel.

5. Highlight the course you want to take and click launch to begin the lesson.

6. Once the lesson opens click Begin Course at the bottom of the page.

NOTE: Inform students they must complete all of the Microsoft Excel 2013 modules and lessons listed on the slide. Below is a overview/description of each lesson and the lesson ID.
Microsoft Office 2013: Beginning Excel

1. Creating Workbooks, Worksheets and Data in Excel 2013 - 3 lessons; 8 topics.
   Lesson: Creating Workbooks
   Lesson: Navigating Excel and Editing Data
   Lesson: Creating, Organizing, and Modifying Worksheets

   ID: mo_bgel_a01_dt_enus

   Overview/Description. Excel 2013 allows you to create worksheets and workbooks to manage and manipulate data easily. You can cut, copy, and paste data. You can also navigate within data cells, and worksheets. Not only can you manage the data at this level, you can group, color-code, and organize the worksheets within the workbook. This course will cover creating and opening workbooks, moving around in Excel 2013, moving data, and organizing worksheets. This course will help prepare learners for the Microsoft Certification Exam 77-420: Excel 2013 which certifies individuals as Microsoft Office Specialist (MOS): Excel 2013.

2. Saving and Printing Data in Excel 2013 - 2 lessons; 7 topics.
   Lesson: Saving and Recovering Workbooks
   Lesson: Printing Workbooks

   ID: mo_bgel_a02_dt_enus

   Overview/Description. Excel 2013 makes it easy to save and print workbooks and worksheets. When you create an Excel workbook, you will most likely want to save it, and in many instances, print it as a hard copy or share with someone else. You can save in various formats since Excel 2013 supports many file types. This course covers saving data, and preparing for printing including setting print options, page setup, print titles, headers and footers, and row and column headings. This course will help prepare learners for the Microsoft Certification Exam 77-420: Excel 2013 which certifies individuals as Microsoft Office Specialist (MOS): Excel 2013.

3. Formatting Cells and Worksheets in Excel 2013 - 2 lessons; 7 topics.
   Lesson: Formatting Cells and Worksheets
   Lesson: Aligning and Merging Data

   ID: mo_bgel_a03_dt_enus

   Overview/Description. Excel 2013 provides a number of tools and features that allow you to visually enhance the appearance of worksheets and workbooks. Data and cells can be manipulated and customized using various positioning and formatting features.
This course explores formatting cells and text, using tools such as the Format Painter. It shows how to change the way text is presented to make it more visually appealing, including formatting fonts, and applying borders and fills. This course also covers aligning and orienting data, and merging and splitting cells. This course will help prepare learners for the Microsoft Certification Exam 77-420: Excel 2013 which certifies individuals as Microsoft Office Specialist (MOS): Excel 2013.

4. Formatting Data in Excel 2013 - 3 lessons; 7 topics.
Lesson: Formatting Numbers
Lesson: Creating Hyperlinks
Lesson: Using Auto Fill and Flash Fill

ID: mo_bgel_a04_dt_enus

Overview/Description. Excel 2013 provides a number of tools and features that allow you to visually enhance the appearance of data, automatically fill data, and create hyperlinks to various places. This course covers formatting numbers in currency, date, and percentage formats. It also covers ways of automatically filling data through Auto Fill and Flash Fill. Finally, this course covers creating hyperlinks to a web site, another place in the workbook, a new document, and e-mail. This course will help prepare learners for the Microsoft Certification Exam 77-420: Excel 2013 which certifies individuals as Microsoft Office Specialist (MOS): Excel 2013.

5. Presenting Data using Conditional Formatting and Sparklines in Excel 2013 - 2 lessons; 7 topics.
Lesson: Using Conditional Formatting
Lesson: Creating and Editing Sparklines

ID: mo_bgel_a05_dt_enus

Overview/Description. Excel 2013 provides tools that enable you to efficiently present your data and that can also make your data easier to understand. Conditional formatting allows you to highlight trends and exceptions in cells or ranges of cells by presenting the identified data in a number of unique ways to make it stand out. Sparklines are small charts within a cell that provide a visual representation of data and can be used to show trends in an appealing manner. This course covers applying conditional formatting, creating custom rules, and creating basic and advanced sparklines. This course will help prepare learners for the Microsoft Certification Exam 77-420: Excel 2013 which certifies individuals as Microsoft Office Specialist (MOS): Excel 2013.

Lesson: Using Logical and IF-type Functions
Lesson: Introduction to Formulas and Functions
Overview/Description. Excel 2013 provides you with the tools that allow you to perform calculations on your workbook data. Being able to use formulas to do complicated calculations not only simplifies your work but also helps to reduce the number of errors that can arise in such complex tasks. This course introduces the basic concepts and terminology associated with formulas and functions. It also covers various ways of referring to cells and cell ranges and demonstrates how to use basic functions including logical and IF-type functions. This course will help prepare learners for the Microsoft Certification Exam 77-420: Excel 2013 which certifies individuals as Microsoft Office Specialist (MOS): Excel 2013.

7. Presenting Data in Tables and Charts - 2 lessons; 7 topics.
Lesson: Presenting Data in Tables
Lesson: Presenting Data in Charts

Overview/Description. Using the tables and charts features in Excel 2013, you can create attractive and well-organized representations of worksheet and workbook data. Both tables and charts can be easily inserted and customized. This course demonstrates how to effectively use and customize tables and charts in Excel 2013; it explores available table styles and chart types and the best use of each type. And the course shows how to change the different elements of a table or chart to provide an effective visualization of your data. This course will help prepare learners for the Microsoft Certification Exam 77-420: Excel 2013 which certifies individuals as Microsoft Office Specialist (MOS): Excel 2013.

Check on Learning:

SHOW SLIDE #10: CHECK ON LEARNING

Q: What sign must all Excel formulas start with?
A. The equal (=) sign.

Q. How do you reference cells in Excel?
A. Cells are referenced by their column-row identifier, e.g., A1, B2.

Q. What is the fastest way to add up a column of numbers?
A. Click in the cell below the numbers and then click the AutoSum button on the Standard toolbar, then press ENTER.

Q: How can you use spreadsheets as an HR Specialist?
Microsoft Excel 2013 is a powerful spreadsheet application that is perfect for maintaining long lists of data, budgets, sales figures and other data. During today's training, you learned how to navigate through the basics of Excel and use some new features. Additionally, you learned how to create tables, move information around with ease, and use formulas that can calculate the totals of everything from a monthly budget to a loan payment. Please ensure you provide a copy of your completion certificate to your instructor. Are they any questions on Excel?
SECTION IV. SUMMARY

<table>
<thead>
<tr>
<th>Method of Instruction:</th>
<th>Reflective Discussion</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mode of Delivery:</td>
<td>Resident Instruction</td>
</tr>
<tr>
<td>Instr Type(I:S Ratio):</td>
<td>Military - ICH (1:28) (42A-MOS)</td>
</tr>
<tr>
<td>Time of Instruction:</td>
<td>10 mins</td>
</tr>
</tbody>
</table>

Check on Learning

Q. How do you save an existing document with a different name?
A. Use the “Save As” command.

Q. How many margins are there on a page?
A. Four (top, bottom, right, left).

Q. Which PowerPoint feature allows the user to create a simple presentation without having to spend too much time on it?
A. AutoContent Wizard.

Q. Which PowerPoint feature adds special effects to modify the appearance of the slides and the timing between each slide?
A. Transition Settings.

Q. What does “apply design template” do?
A. Changes the look of the slide without changing the content.

Q. What sign must all Excel formulas start with?
A. The equal (=) sign.

Q. How do you reference cells in Excel?
A. Cells are referenced by their column-row identifier, e.g., A1, B2.

Q. What is the fastest way to add up a column of numbers?
A. Click in the cell below the numbers and then click the AutoSum button on the Standard toolbar, then press ENTER.

Q. How can you use Microsoft Word as an HR Specialist? What products will you be able to produce to support the S-1’s mission?

Q. How can you use Microsoft PowerPoint as an HR Specialist? What products will you be able to produce to support the S-1’s mission?

Q. How can you use Microsoft Excel as an HR Specialist? What products will you be able to produce to support the S-1’s mission?

Review/Summary

It is important for an HR Specialist to have a thorough understanding and extensive knowledge of Microsoft® Office and all the tools this software offers in order to make your job easier supporting the commander. Today, we learned the basic functions of Word, PowerPoint,
and Excel by completing IMI training and certification. Are there any questions?

**NOTE:** Review TLO with students.

**SHOW SLIDE #11: TERMINAL LEARNING OBJECTIVE**

**ACTION:** Perform Microsoft® Office Functions (Word, PowerPoint, Excel)

**CONDITIONS:** In a classroom environment, given a computer with internet access, Army eLearning SkillPort user ID and password, printer, and an awareness of Operational Environment (OE) variables and actors.

**STANDARDS:** With a minimum of 70% accuracy, students must successfully complete all SkillPort Microsoft® Certification training modules and lessons for the following learning activities:
1. Complete Microsoft® Word certification.
2. Complete Microsoft® PowerPoint certification.
3. Complete Microsoft® Excel certification.
### SECTION V. STUDENT EVALUATION

<table>
<thead>
<tr>
<th>Testing Requirements</th>
</tr>
</thead>
<tbody>
<tr>
<td>There are no testing requirements for this block of instruction. The ability to use Microsoft Office software will be evaluated in various other lessons throughout the course.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Feedback Requirements</th>
</tr>
</thead>
<tbody>
<tr>
<td>Conduct an AAR and provide feedback to students on evaluations and examination. Provide remedial training as needed. Also, students will participate in the end of course critique.</td>
</tr>
</tbody>
</table>
## Appendix A - Viewgraph Masters

Perform Microsoft Office Functions (Word, PowerPoint and Excel)

805C-CAA2A150 / Version 8.0 ©

<table>
<thead>
<tr>
<th>Sequence</th>
<th>Media Name</th>
<th>Media Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>0</td>
<td>Perform Microsoft Office Functions</td>
<td>PPSX</td>
</tr>
</tbody>
</table>
Appendix B - Assessment Statement and Assessment Plan

Assessment Statement: None.

Assessment Plan: None.
## Perform Microsoft Office Functions (Word, PowerPoint and Excel)

<table>
<thead>
<tr>
<th>Sequence</th>
<th>Media Name</th>
<th>Media Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>0</td>
<td>Army eLearning FAQs</td>
<td>PDF</td>
</tr>
</tbody>
</table>