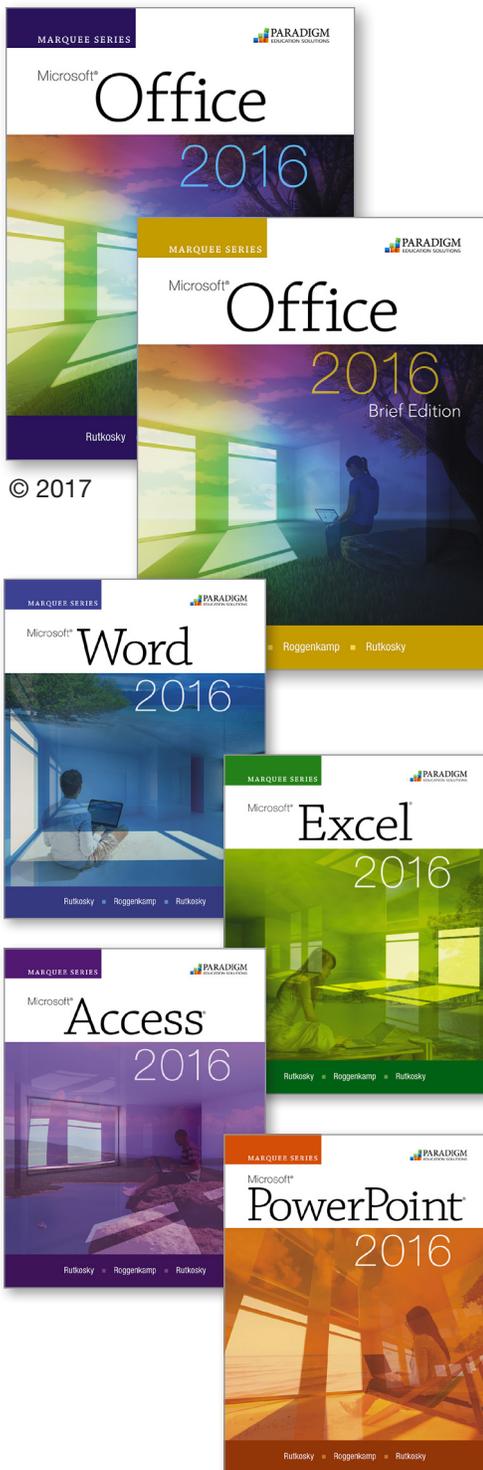# A Brief, Visual Approach for Your Microsoft® Office Course!

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Marquee Series 2016

The *Marquee Series* provides a highly effective, visual approach to learning the essential skills in Word, Excel, Access, and PowerPoint. Its graduated instruction allows students to move from easy step-by-step learning to validating skills through realistic projects and facilitates self-paced, accelerated, and traditional learning.

Students will:

- Comprehend learning objectives quickly through step-by-step, project-based instructions with screen visuals.
- Accomplish proficiency skills in Office applications through four progressive levels of case-based assessments, including the Marquee Challenge.
- Strengthen independent work skills through an engaging self-paced, accelerated, and traditional learning methods.
- Gain realistic workplace problem-solving through progressive assessments.

Student Resources

The web-based student eBook includes a *Workbook* eBook of all end-of-section review, exercises, and assessments. Available online and through SNAP. Works on all devices.

SNAP 2016 provides students real-world experience by working directly in the application. You have a suite of powerful tools at your fingertips granting you instant access to performance metrics and reporting tools so you can focus on teaching.

Instructor Resources

- Instructor eResources ebook deliver tools like course-planning guidelines, syllabus models, lesson plans with teaching hints and activities, PowerPoint presentations, answer keys and model answers, quizzes and exams, handouts, and test banks. Available online and works on all devices!
- Flexible teaching and learning tools for today's popular learning management systems, including course delivery, assessment, and course management.
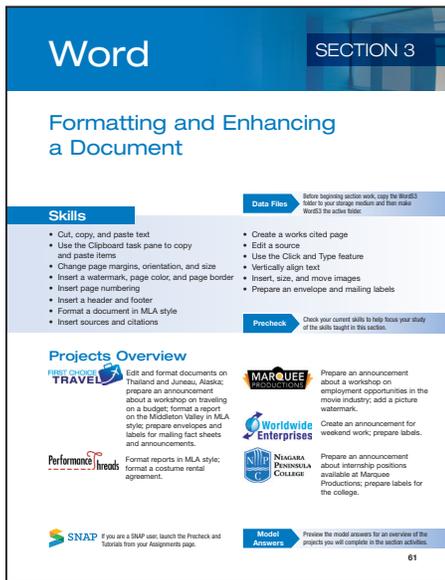
Place your order today!

Data Files for each section are accessed through the eBook available for download.

Each program section begins with a list of skills and an overview and model answer preview of the projects completed in that section.

Precheck quizzes allow students to check their current skills before starting section work.

Word SECTION 3

Formatting and Enhancing a Document

Skills | **Data Files**
Before beginning section work, copy the WordS3 folder to your storage medium and then make WordS3 the active folder.

- Cut, copy, and paste text
- Use the Clipboard task pane to copy and paste items
- Change page margins, orientation, and size
- Insert a watermark, page color, and page border
- Insert page numbering
- Insert a header and footer
- Format a document in MLA style
- Insert sources and citations
- Create a works cited page
- Edit a source
- Use the Click and Type feature
- Vertically align text
- Insert, size, and move images
- Prepare an envelope and mailing labels

Precheck Check your current skills to help focus your study of the skills taught in this section.

Projects Overview

FIRST CHOICE TRAVEL — Edit and format documents on Thailand and Juneau, Alaska; prepare an announcement about a workshop on traveling on a budget; format a report on the Middleton Valley in MLA style; prepare envelopes and labels for mailing fact sheets and announcements.

Performance Threads — Format reports in MLA style; format a costume rental agreement.

MARQUEE PRODUCTIONS — Prepare an announcement about a workshop on employment opportunities in the movie industry; add a picture watermark.

Worldwide Enterprises — Create an announcement for weekend work; prepare labels.

NIAGARA PENINSULA COLLEGE — Prepare an announcement about internship positions available at Marquee Productions; prepare labels for the college.

SNAP — If you are a SNAP user, launch the Precheck and Tutorials from your Assignments page.

Model Answers — Preview the model answers for an overview of the projects you will complete in the section activities.

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In Brief

Create Table in Design View
1. Click Create tab.
2. Click Table Design button.

In Brief offers bare-bones summaries of major commands and features provide instant review and a quick reference of the steps required to accomplish a task.

Tutorial

Creating a Table in Design View

Interactive tutorials provide guided training and measured practice.

Check Your Work allows students to confirm that they have completed the activity correctly. Available on locked PDFs, and accessed through the ebook.

Check Your Work — Compare your work to the model answer to ensure that you have completed the activity correctly.

Integrating Programs sections offer activities devoted to integrating information among Microsoft Office 2016 programs highlight the benefits of using the Office suite. Projects include copying, exporting, linking, and embedding data. Students learn how to manage data efficiently in the business office or for personal use.

Integrating Programs SECTION 3

Word, Excel, and PowerPoint

Skills | **Data Files**
Before beginning section work, copy the Integrating3 folder to your storage medium and then make Integrating3 the active folder.

- Export a PowerPoint presentation to a Word document
- Export a Word outline document to a PowerPoint presentation
- Link an Excel chart with a Word document and a PowerPoint presentation
- Edit a linked object
- Embed a Word table in a PowerPoint presentation
- Edit an embedded object

Precheck Check your current skills to help focus your study of the skills taught in this section.

Projects Overview

MARQUEE PRODUCTIONS — Create presentation handouts in Word for use in an annual meeting PowerPoint presentation.

Worldwide Enterprises — Prepare a PowerPoint presentation for the Distribution Department of Worldwide Enterprises using a Word outline. Copy an Excel chart and link it to the Distribution Department meeting presentation and to a Word document and then edit the linked chart. Copy a Word table containing data on preview distribution dates, embed it in a PowerPoint slide, and then update the table.

FIRST CHOICE TRAVEL — Export a PowerPoint presentation containing information on vacation specials offered by First Choice Travel to a Word document.

NIAGARA PENINSULA COLLEGE — Link an Excel chart containing information on department enrollments to a PowerPoint slide and then update the chart in Excel. Embed a Word table in a PowerPoint slide and then edit the table in the slide.

SNAP — If you are a SNAP user, launch the Prechecks and Tutorials from your Assignments page.

Model Answers — Preview the model answers for an overview of the projects you will complete in the section activities.

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Workbook eBook

Study Tools help students further develop and review section skills.

Study Tools ▶

Skills Exercise performed live in the application, and are available to SNAP 2016 users. SNAP automatically scores student work and provides detailed feedback.

Skills Review hands-on exercises reinforce learning of key features and skills. Instructions include some guidance, but less than is provided within the section activities.

Skills Assessment are framed within a workplace project perspective and evaluate the students' ability to apply section skills and concepts in solving realistic problems. They require the demonstration of program skills and decision-making, which may include additional research or an Individual Challenge.

Marquee Challenge assessments test mastery of program features and their problem-solving abilities.

Contents

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