

Discussion on Advanced Microsoft Office

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Abstract: Microsoft Office advanced application course is very important for students' study, scientific research and daily office after work, so it is necessary for universities to offer public selected courses for students with non-computer majors. First, the course content is divided into five modules: computer basic knowledge module, operation skills module of WORD, operation skills module of EXCEL, operation skills module of PPT, operation skills module of Office document security and VBA application module. Then it mainly discusses the setting scheme of the curriculum content, the effective way of the course assessment, the problems existing in the process of teachers' teaching and students' learning, and gives the corresponding solution strategies. Finally, we give some summary of the public selection course teaching experience.

Keywords: Microsoft Office teaching; Public selection class; Micro-class

Introduction

Microsoft Office (MS Office) Software Advanced Application is a public elective course that can be offered for most non-computer specialty students and undergraduate students in the whole school, which can deepen and improve students' computer foundation and office software application ability, and is an indispensable skill for college students in the Internet era. The course mainly includes the foundation knowledge of the computer, the advanced application and operational skills of the Microsoft Office software, and is a highly operational and practical course. This paper first divides the course content into five modules, then mainly discusses the setting scheme of the curriculum content, the effective way of course assessment, the problems existing in the process of teachers' teaching and students' learning, and gives the corresponding solution strategies. Finally, some summary of the teaching experience of this course.

1 Course content setting scheme

Because it is a public choice course, General colleges and universities do not arrange many class hours, This article follows a total of 32 class hours, Refer to the National Computer Level Examination Level II MS OFFICE Advanced Application Examination Outline (2018 Edition), The course can be divided into five modules: computer basic knowledge module (2 hours), WORD operation skills module (total of 8 hours), EXCEL operation skills module (total of 10 hours), PPT operation skills module (8 hours), Office document security and VBA application module (4 hours); The latter four modules are combined with the case explanation.

1.1 Computer basic knowledge module

Mainly introduces the origin, development stage, classification of computer, the characteristics and use of various kinds from different angles. The components, principles and main technical indexes of computer software and hardware system. The component part, principle and main technical indexes of the smartphone hardware and software system. Represents and storage of data in the computer. The concept, characteristics and application of multimedia technology, and the influence of multimedia technology on the field of education at all levels. The principle, characteristics, classification of computer viruses, the characteristics of existing viruses, the characteristics of virus Microsoft Office documents, and the prevention and killing of computer viruses. Origin, concept, development history, composition and classification of computer network; the concept of physical and logical security of computer LAN, ULAN, WAN and the corresponding prevention technology. The concept of the network information security of the Internet of Things and the corresponding prevention technology. The concept, principles, and application areas of network services for the Internet and the Internet of Things.

1.2 Operating skills module for WORD

This module mainly explains the contents:

(1) How to clear the WORD2010 format; typesetting, horizontal and vertical operation methods; column, section, paging operation methods.

(2) Cross line operation method for header, header, header, including inserting preset header or footer, creating different header or header, creating different header or header for parity pages, creating different header or footer for each section, deleting header or header, header; insert chart operation method.

2 Effective methods of course assessment

This course mainly evaluates the students' knowledge of advanced operation theory of Word, Excel and PowerPoint in MS Office.

The assessment method one is the course paper. The subject of the paper is Word or Excel or PowerPoint. Total = scores * 30% course * 70%. Usually the results include: class carefully, active thinking, actively answer questions, homework, attendance. The course paper can detail some practical operation techniques of Word (Excel, PowerPoint), requiring subsections, clearly organized, layered, illustrated, and accurate and concise language. The number of pages of the course paper counts about 20 - 30 pages from the main body beginning, and the paper content should be divided into at least three chapters, and each chapter should have a chart or table. In the video, the students should appear, and the content of the operation description is the operation steps and key steps of the corresponding ten functions.

Assessment method three is on the scene assessment, teachers prepare the corresponding question library. After each student logs in the test system, the test system automatically generates a set of questions to complete the paper within 90 minutes.

3 The existing problems and the countermeasures

3.1 Problems and problems in teaching and countermeasures

Because most college students do not pay high attention to public selected courses, it is relatively easy to think in class, and they do not like to ask the teacher when they encounter more difficult content to understand. Some students occasionally need leave to attend community activities and some meetings of the college. In view of this situation, teachers can use multimedia technology and network assisted teaching, multimedia technology can be more vivid display of class content, can make micro - courses of course key content and small videos of case teaching^[1] on the network, for students to self - study and deepen understanding.

Teachers are also very challenging when preparing MS Office teaching content. If the classroom content is difficult and the case is complex, and most students cannot understand and complete the case quickly, it will affect the enthusiasm of these students to listen to the class, and even their evaluation of teachers. Teaching evaluation is particularly important for college teachers. If teachers pay more price, but they receive a less ideal evaluation score, which will crack down on the enthusiasm of teachers in teaching. If the classroom content is easy, students respond that they cannot learn anything. Therefore, teachers need to spend some time in class and extracurricular work to investigate the students' understanding and mastery of the last course content, so as to adjust in time. The task is easily implemented by teachers through some questionnaire websites.

3.2 Existing problems and countermeasures in the learning process

Most students choose the purpose of class selection is not clear, often do not have professional teacher guidance before class selection, mostly listen to the advice of senior senior. The public selection courses in colleges and universities are selected in the academic administration system, and the course selection system generally only the course name, credits, teachers, class time and place, there is no detailed introduction of the course content. Initially, the scores of college public courses were only credits, not considered, but in recent years. Therefore, students with strong utilitarian nature will choose courses that are easy to learn, not strict with teachers and easy to get high scores. Zhang Zizhen and other^[2] did a questionnaire survey, and concluded that 70% of the students took the Excel Advanced Office Application Technology course because of the pursuit of high scores. Therefore, the content of teachers' class should reflect the interest and practicality to attract students' attention. After explaining the corresponding knowledge points, choose interesting comprehensive cases in actual life, study and work, and deepen and consolidate students' understanding of knowledge.

4 Summary

Public elective course is an important part of the quality education of college students, which is opened by each university based on its own discipline development, professional construction, regional characteristics, according to the relevant national training of compound talents. In today's Internet era, Microsoft Office office software is a powerful assistant for students to study, people work and research. The course can improve students' long document editing ability, improve their processing and analysis of data, improve the technical level of multimedia display graduation papers, survey reports, research reports, planning plans, product description, etc., improve VBA application ability; therefore, students should pay more attention to the course, teachers should enrich the teaching content, teaching means, and teaching department should also improve the corresponding teaching quality supervision and final evaluation system of public course students.

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