

# **SIMnet - Course Manager**

# Office Online Projects

## What are Office Online Apps?

Microsoft offers free online versions of Word, Excel, and PowerPoint. While these web apps are easily accessible to students, there is not one-to-one feature parity between the installed version and the Office Online version. SIMnet's autograded projects are written to assess a student's knowledge of the installed version of the Microsoft Office apps. However, some students have access to the Office Online version of the apps only. Unfortunately, due to the difference in features, students using the Online Office version cannot be assessed using the auto-graded projects from the textbooks.

For students who have access to the Office Online apps only, existing auto-graded projects from the In Practice and Skills Approach series have been modified by rewriting and removing steps that reference features not currently available in the Office Online version of the apps. Below you will find lists of each Office app and the features that are available in the installed version of the app, but not the Office Online version. In addition, a breakdown of each Office Online project is provided, including all modified and deleted steps.

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## How do I assign an autograded project for Office Online Apps?

The steps to assign an Office Online Project to a student or class are the same as any other project. In the Projects section in the Course Manager, new Office Online options are available from the Series drop-down list.

**McGraw Hill SIMnet** course manager Welcome,

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**Series:** A Skills Approach - Office Online 365/2019 - Manning, Swins

**Results:**

Exercise Title
In Practice - Office Online 365/2019 - Nordell, Graves, Stewart
A Skills Approach - Office Online 365/2019 - Manning, Swinson
Office Online Projects
Capstone Projects - 365/2019
A Skills Approach - Word 365/2019 - Manning, Swinson
A Skills Approach - Excel 365/2019 - Manning, Swinson
A Skills Approach - Access 365/2019 - Manning, Swinson
A Skills Approach - PowerPoint 365/2019 - Manning, Swinson
In Practice - Word 365/2019 - Nordell
In Practice - Excel 365/2019 - Stewart, Nordell
In Practice - Access 365/2019 - Easton, Nordell
In Practice - PowerPoint 365/2019 - Graves, Nordell
Capstone Projects - 2016
Integrated Application Projects - 2016
Community Submitted Projects
A Skills Approach - 2016 Word - Manning and Swinson
A Skills Approach - 2016 Excel - Manning and Swinson
A Skills Approach - 2016 Access - Manning and Swinson
A Skills Approach - 2016 PowerPoint - Manning and Swinson
In Practice - 2016 Word - Nordell
In Practice - 2016 Excel - Wood, Nordell
In Practice - 2016 Access - Easton, Nordell

Select an option from the Series drop-down list

## Access

There is no Office Online version of Microsoft Access.

## Word

The following features do not exist in the Word Office Online app:

- Shading option in the Paragraph group
- Design tab; Themes and Style sets
- Built-in Headers & Footers
- Link to a place or section in the document
- Columns in Page Setup group
- Cover Pages
- Watermarks

- WordArt
- Charts
- Sort
- Markup
- Word Options dialog; Autocorrect
- Advanced Find and Replace
- Thesaurus
- Tabs dialog
- Inserting a Table of Contents
- Mark Entry
- Font dialog options
- Document Properties
- Update or Modify Styles
- Convert Text to Table
- Table AutoFit and Re-size
- Picture Effects, absolute positioning and picture captions

## Skills Book Series Office Online Projects

In this table you will find steps from the original project that have been modified to work with the Office Online version of Word as well as steps that have been deleted and number of points possible.

Project Name	Modified Steps	Deleted Steps	Original # of Points	New # of Points
<b>Challenge Yourself 1.3</b>	<b>Step 16: a-c</b> (reordered) <b>Step 16d</b> added -Ignore other suggestions in the Refinements section	None	9	9
<b>Challenge Yourself 2.3</b>	<b>Steps 19, 20</b> - steps were altered to specify setting a left indent of .5 and .75 for the lists.	Step 10	20	19

<b>Challenge Yourself 3.4</b>	This project was not developed due to lack of features on the Office Online App	n/a	n/a	n/a
<b>Challenge Yourself 4.4</b>	<b>Step 10</b> - Modified to use Grid Table 4 - Accent 1 because this is the closest option available. <b>Step 15</b> - Use Square Right Text wrap option for the picture.	Steps 2, 4, 5, 6, & 11	21	13
<b>Challenge Yourself 5.3</b>	None	Steps 7, 9, 10, 11, 12, 13, 14, 15, 16, 17, 19, & 20	18	8

## In Practice Book Series Office Online Projects

In this table you will find steps from the original project that have been modified to work with the Office Online version of Word as well as steps that have been deleted and number points possible.

Project Name	Modified Steps	Deleted Steps	Original # of Points	New # of Points
<b>Independent Project 1-4</b>	<b>Step 5</b> - Removed Ctrl+Home <b>Step 8.a, 8.c</b> - Removed small caps	Step 11	20	15
<b>Independent Project 2-6</b>	<b>Modified start file</b>	All steps related to setting tabs, tab leaders, setting up custom bullets for multilevel lists.	22	10

<b>Independent Project 3-6</b>	<p><b>Step 4</b> - Removed changing Display for Review</p> <p><b>Step 8</b> - Update a TOC already inserted into the start file</p> <p><b>Step 9</b> - Remove insertion of header - modify footer steps to type in document title and company name and apply boldface formatting</p>	Steps 3 & 11	24	15
<b>Independent Project 4-4</b>	<p><b>Step 4</b> - Only apply List Table 1 Light Accent 1 style because Accent 2 was not available.</p> <p><b>Step 5</b> – Only merge the cells and inserting rows and columns and formatting text.</p> <p><b>Step 7</b> - Removed Small Caps</p>	Steps 3, 4.d, 4.e, 4.g, 5.e, 5.f, 5.g, 8, 9.d, 9.e, 9.f, 9.g, 9.h, 9.i, & 9.j	32	18

## Excel

The following features do not exist in the Excel Office Online app:

- Quick Analysis Tool
- Create a named range
- Error Checking
- Themes
- Headers & Footers
- Print Titles
- Custom Margins
- Backstage View
- Copy/Paste Without Formatting
- Define Names
- Goal Seek
- Data Tables
- Recommended PivotTables

- Sparklines
- Slicers

## Skills Book Series Office Online Projects

In this table you will find steps from the original project that have been modified to work with the Office Online version of Excel as well as steps that have been deleted and number points possible.

Project Name	Modified Steps	Deleted Steps	Original # of Points	New # of Points
Challenge Yourself 1.3	<b>Step 8</b> - Use AutoSum rather than Quick Analysis Tool. <b>Step 15</b> - Only print preview the sheet. Even when the chart is selected, the print preview does not show only the chart.	None	12	12
Challenge Yourself 2.4	<b>Modified start file so that the column width for column A so that the text appears cut off per step 13.</b> <b>Step 6</b> - Original color is not available, changed to: Grey, Accent 3, Lighter 80% as they are essentially the same color.	None	15	15
Challenge Yourself 3.3	<b>Modified the start file to include named ranges.</b> <b>Step 6</b> - Use the named range that already exists in the file. <b>Step 14.c</b> - Modified to: Review your formulas for any possible errors. <b>Step 15</b> - Use the named ranges that already exist in the start file.	Steps 3, 4, 5.c, 10.c, & 10.d	35	34

<b>Challenge Yourself</b> <b>4.3</b>	<b>Step 5</b> - Changed to Orange, Accent 2 - it is the same color <b>Step 13</b> - You cannot group worksheets. Modified this step to have students apply the changes to both sheets separately.	Steps 4, 6, 16, 17, & 18	19	13
<b>Challenge Yourself</b> <b>5.3</b>	<b>Step 8</b> - Modified so students build the Sum of Price Per Pair by Region Pivot table <b>Step 9</b> - Modified so students create a clustered column chart from the pivot table. There is no Pivot Chart button. <b>Step 11.a</b> - There are no data callout data labels. Replaced with Outside End.	Steps 6, 7, 12, &13	17	12

## In Practice Book Series Office Online Projects

In this table you will find steps from the original project that have been modified to work with the Office Online version of Excel as well as steps that have been deleted and number points possible.

Project Name	Modified Steps	Deleted Steps	Original # of Points	New # of Points
<b>Independent Project 1-6</b>	<b>Modified start file to include Header and centered worksheet horizontally on page</b> <b>Steps 15h and 15i</b> - Altered to use Accent 6, Lighter 40% <b>Step 17a</b> - Altered to Light Green (tab color).	Steps 2 & 18	26	22



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<b>Independent Project 2-5</b>	<p><b>Step 5b, 6e, and 7d</b> – Removed copy without formatting (unable to successfully copy/ paste formula without formatting to preserve borders due to copy/paste limitations).</p> <p><b>Step 10b</b> – Modified from “More Functions button in the Function Library group” to “Insert Function button.”</p> <p><b>Step 12c</b> – Modified to Merge &amp; Center (center across selection not available).</p>	Step 12g	21	21
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<b>Independent Project 3-4</b>	<p><b>Modified start file to include a new sheet for adding pie chart.</b></p> <p><b>Step 4</b> - Modified title to: CGL Major Sales Revenue: Second and Third Quarters due to grading. Function does not recognize Chart Title on second line.</p> <p><b>Step 8</b> - Modified to use Select Data dialog box to change chart data range. Cannot select range using resize pointer to select data series.</p> <p><b>Step 9</b> - Modified to use Pie chart because 3-D Pie charts are not available in Office Online. A new sheet with said range was added to the start file. Users cannot create a chart from non-contiguous cell ranges.</p> <p><b>Step 11</b> - Step added for additional grading because users cannot create a chart from non-contiguous cell ranges.</p> <p><b>Step 13b</b> - Modified to apply data labels to outside end and bold formatting only for aesthetic purposes.</p>	Steps 5, 7, 12, & 13a	13	10
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<b>Independent Project 4-5</b>	<b>Step 6</b> - Modified step to “Duplicate the Stats sheet and move it to the end. Name the copy PM Flights.” due to Office Online wording.			
	<b>Step 10</b> - Modified to insert PivotTable on New worksheet. Users do not have access to the Quick Analysis tool on Office Online.			
	<b>Step 10</b> - New step added to display the Capacity and Origin fields in the PivotTable			
	<b>Steps 12 &amp; 13</b> -Modified so that users can set number formats using the ribbon and edit the custom name using PivotTable field settings.	None	14	14
	<b>Step 14</b> - Modified to remove White, Pivot Style Light 8 (no styles for PivotTable available) kept banded rows and columns			
<b>Step 15</b> - Modified from 3-D Pie chart to Pie Chart (3-D Pie chart not available)				

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