

Software Applications 1
Three Rivers Community-Technical College
Norwich, CT 06360

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Office Hours by appointment only

Method of Evaluation

1. Class Preparation
2. Homework Assignments

Quiz Make ups

There will be no make up. A student may submit a valid reason for missing a quiz and special allowances will be made. Sickness must be accompanied by a doctor's note.

Attendance

Full attendance is expected. Other circumstances should be reported to your instructor

Grades

Assignments 100%

Disabilities Statement

If you have a hidden or visible disability, which may require classroom or test-taking modifications, please see me, as soon as possible, and the Disabled Student Counselor.

Assignment Policy

All assignments will be e-mailed to victorzielinski@sbcglobal.net. Once, a chapter is completed in class, all assignments, for that chapter, are due before the next class. It is the student's responsibility to ensure that the instructor has received all assignments. Late assignments will be accepted, but credit will be reduced by 10% for every class late. The student must contact the instructor if assignments cannot be e-mailed.

When assignments are e-mailed, the e-mail must include

1. Student's full name
2. List of assignments included
3. All assignments as attachments.

Assignments will be named by Application, Chapter, and Exercise number. For example, if the first assignment of Chapter 1 Microsoft Word is Exercise 1, the assignment file that will be sent to the instructor will be:

Word_Chapter_1_Exercise_1.doc

Do not print any assignments. Microsoft Access will ask you to print sorted and filtered database tables. You will copy a screen print into a Microsoft Word document, save that document with the appropriate file name and e-mail it as an attachment to your instructor.

Assignments can be placed into a single zip archive and that archive can be sent as an attachment.

Microsoft Word

Objectives Class 1

- Define word wraps and understand the difference between hard and soft returns
- Distinguish between insert and overtype
- Describe the elements on the Microsoft Word screen
- Create, save, edit, and print a simple document
- Download the practice files (data disk) for use in hands-on exercises
- Define select-then-do methodology; explain how it applies to formatting
- Use tools to create a perfect document, such as Spell Check, AutoCorrect, AutoText, Thesaurus, and Grammar Check
- Use both the Save and Save As
- Describe the Track Changes command and electronic editing

For Class Grade (refer to the assignments folder)

Practice #1 - The Basic of Word Processing

Practice #2 - The Spelling And Grammar Check

Practice #4 – Protecting Your System

Objectives Class 2

- Explain how the Undo and Redo commands are related to one another
- Copy, move, find, and replace text
- Define typography; distinguish between a serif and a sans serif font
- Use the Format Font command and the Format Paragraph command
- Set tabs and indents, add borders and shading, and change margins
- Change the column structure of a document through section formatting

For Class Grade (refer to the assignments folder)

Practice #4 – Inserting Date And Time

Practice #5 – Tips For Internet Explorer

Practice #6 – Create A Newsletter

Additional Instructions

Please use cover page from Class 1

Objectives Class 3

- Work with clip art, WordArt, photographs, and drawing tools
- Download resources from the Web for inclusion in a Word document
- Insert a footnote, endnote, and hyperlink into a document
- Save a Word document as a Web page
- Use wizards and templates to create a document
- Use the Mail Merge Wizard to create a set of form letters

For Class Grade (refer to the assignments folder)

Practice #1 – Electric Alley

Practice #5 – Symbols As ClipArt

Additional Instructions

Please use cover page from Class 1

Create your own ad

Objectives Class 4

- Create a bulleted, numbered, and/or or a multilevel list (i.e., an outline).
- Describe the tables feature.
- Work with styles at the character, paragraph, or section level.

- Create a header and/or footer; use multiple headers and/or footers within the same document.
- Insert page numbers into a document.
- Create an index and a table of contents.

For Class Grade (refer to the assignments folder)

Practice #1 – The Résumé

Practice #3 – The Purchase of a PC

Practice #6 – The Workout Schedule

Additional Instructions

Please use cover page from Class 1

Microsoft Excel

Objectives Class 1

- understand spreadsheets in general and Microsoft Excel in particular.
- open existing workbooks and create new ones.
- create and copy formulas.
- distinguish between absolute, relative, and mixed cell references.
- apply basic formatting techniques to approve the appearance of a worksheet.

For Class Grade (refer to the assignments folder)

Practice #1- Isolate Assumptions

Practice #2 – Practice With Formatting

Practice #6 – The Solar System

Objectives Class 2

- use relative and absolute references to create a worksheet
- understand why it is important to isolate assumptions a worksheet is based on
- use pointing and the fill handle to speed the process of creating a worksheet
- save a worksheet as a Web page
- use Internet tools such as hyperlinks and Web queries
- understand how Excel stores and treats dates

For Class Grade (refer to the assignments folder)

Practice #4 – The Workout Schedule

Practice #5 – An Exercise In Conversion

Practice #8 – Mixed References

Objectives Class 3

- Describe how a chart can be used to convey a message
- Create and modify a chart
- Select the appropriate type of chart for the message they are trying to convey
- Distinguish between data series in rows versus columns
- Create a Word document that is linked to a worksheet and an associated chart

For Class Grade (refer to the assignments folder)

Chapter 3 Page 157 Practice #2

Chapter 3 Page 159 Practice #4

Chapter 3 Page 160 Practice #5

Chapter 3 Page 162 Practice #7

Chapter 3 Page 164 Practice #9

Objectives Class 4

- Use the PMT and FV financial functions
- Use the Goal Seek command
- Use mixed references to create a table where each cell derives its value from its row heading and column heading.
- Use statistical functions
- Use the IF and VLOOKUP functions
- Know techniques for working with large worksheets
- Use the AutoFilter command

For Class Grade (refer to the assignments folder)

Chapter 4 Page 217 Practice #4

Chapter 4 Page 218 Practice #5

Chapter 4 Page 220 Practice #7

Microsoft Access

Objectives Class 1

- Know what comprises a database: field, record, tables.
- Be able to open a database, and navigate between the fields within a record.
- Be able to add, edit and delete records.
- And, be able to sort, filter, and query a table.

For Class Grade (refer to the assignments folder)

Practice #4 – Large Database

Practice #5 – The Look Ahead Database

Practice #8 – Metro Zoo

Objectives Class 2

- design a table and determine correct field data types, properties, and primary keys
- use the Table Wizard to create a table and modify the table in Design view
- use the Form Wizard to create a form and modify the form in Design view
- understand bound, unbound and calculated controls and how to add a combo box and command buttons to a form
- use a form to add, edit, and delete records in a table

For Class Grade (refer to the assignments folder)

Practice #3 – The Super Bowl

Practice #4 – The Fishing Pole

Practice #5 – A Form for the Fishing Pole

Objectives Class 3 (optional)

- Use the Report Wizard, and understand the similarities of controls between forms and reports.
- List the sections in a report and use conditional formatting.
- Understand how a dynaset is similar to and different from a table.
- Use design grid to create and modify a select query, and explain use of multiple criteria rows in a query.
- Use concatenation, immediate If statements, action queries, and crosstab queries.

For Class Grade (refer to the assignments folder)

Practice #4 – The Shopping Mall

Practice #5 – Best Realty

Objectives Class 4 (optional)

- Import data from Excel into Access and create a one-to-many relationship.
- Create and modify a multi-table select query.
- Create a totals query, and use Microsoft Graph to create a chart for use in a report.
- Create a pivot table and pivot chart.
- Create and modify a switchboard.
- Compact, repair, and back up a database.

For Class Grade (refer to the assignments folder)

Practice #2 – Employee Health Plans

Practice #4 – The Shopping Mall

Practice #5 – Best Realty

Microsoft Powerpoint

Objectives Class 1

- Start and exploring PowerPoint
- Creating a presentation using the auto content wizard
- Changing the content in a presentation
- Saving, closing and opening a presentation
- Using the outline/slide (preview) pane
- Previewing a slide show
- Printing an outline

For Class Grade

Practice #3 – Introduction To The Internet

Practice #4 – Copyright and the Law

Objectives Class 2

- Applying a design
- Inserting, sizing and moving clip art
- Creating wordart objects
- Formatting wordart objects
- Adding drawing objects
- Adding text boxes
- Adding connections between objects and grouping objects
- Adding sound and video to slides

For Class Grade

Practice #4 – My State Or Country

Practice #6 – Creating A Timeline