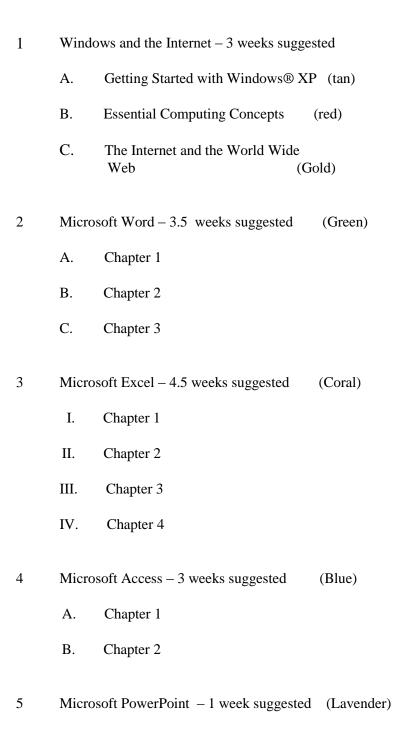
Pudlo Summer 2010 CSA* K105 Syllabi

Course Topics/content

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B. Chapter 2
Date:
Prepared by:
Program Coordinator:
Department Chairperson: <u>Anthony Benoit</u>
Continuation Sheet No. 2 of 2
Course Number/Title: CSA*K105 Intro Software Applications I
Measurable Objectives
The student will be able to:
 Identify and explain computer hardware components including RAM and storage devices
2. Identify the objects on the Windows desktop and the components of an individual window
3. Use Windows Explorer to
• Move, copy, and delete files and folders and retrieve them from the Recycle Bin
 Locate files anywhere on the system

Chapter 1

A.

Do a screen capture and active window capture

Describe the Internet and its history and explain how to access it

Use a browser such as Internet Explorer to navigate the World Wide Web using URLs and

4.

5.6.

hyperlinks

- 7. Download and uncompress files
- 8. Use a search engine to answer an assigned question
- 9. Use MS Word to
 - Create, save, retrieve, and print a document
 - Edit content and check spelling
 - Format characters and paragraphs
 - Include and format graphics
- 10. Use MS Excel to
 - Create, save, and retrieve a workbook
 - Print-preview, and print a worksheet, chart or workbook
 - Format a worksheet
 - Insert and delete rows and columns and copy and/or move ranges
 - Create cell formulas with both relative and absolute addressing
 - Display both computed values and cell formulas
 - Use Excel functions
 - Create charts
- 11. Create a compound document consisting of a word processing document with spreadsheet components
- 12. Use MS Access to
 - Create a database table
 - Add, delete, and edit records
 - Print a report
 - Sort and search records
 - Create a form
- 13. Create a PowerPoint presentation