Introduction To Software Applications

CSA*-K105 - 30117.111311

Introduction To Software Applications

Three Rivers Community-Technical College

Norwich, CT 06360

Vic Zielinski

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Office Hours by appointment only

Fall 2010

Course Description

This course introduces
1. Windows XP Concepts
2. Word 2010
3. Excel 2010
4. Access 2010
5. Powerpoint 2010

Method of Evaluation

1. Homework Assignments (basic completeness plus student enhancements) 95%
2. Quizes. 5%

Exam Make ups

N/A

Attendance

Attendance requirements will be discussed at the first class.

Required Text

Office 2010 Volume 1

Grauer

ISBN 13 : 978-0-13-612232-6

ISBN 10 : 0-13-612232-9

Assignments

Students are highly encouraged to make backup copies of all assignments. All assignments will only be accepted in electronic format for grading purposes. The instructor will collect assignments every class via electronic transfer. Assignments are due one week after completion of the chapter in which they are assigned and will be moved to the class server during the lab portion of the class. The instructor will mark the assignments turned in at that time.

Withdrawal Policy

Student may withdraw, in writing at the Registrar's Office, for any reason until the 10th week of classes. From the 11th through the 13th week, a student may withdraw with the signature of the instructor or advisor.

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. If you have not already done so, please be sure to notify Chris Scarborough, Disabled Student Counselor.

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Section description with assignments

Objectives Class 1

Understand how word processors work

Customizing Word

Use features that improve readability

Check spelling and grammar

Display a document in different views

Prepare a document for distribution

Modify document properties

For Class Grade

Mid-level Exercises 1 and 2 page 160

Capstone page 161

Objectives Class 2

Apply font attributes through font dialog box

Control word wrap

Set off paragraphs with tabs, borders, lists, and columns

Apply paragraph formats

Understand styles

Create and modify styles

Format a graphical object

Insert symbols into a document

For Class Grade

Mid-level Exercises 1 and 2 pages 213 and 214

Capstone page 215

Objectives Class 3

Insert comments into a document

Track changes in a document

Acknowledge a source

Create and modify footnotes and endnotes

Insert a table of contents and index

Add other reference tables

Create cross-references

For Class Grade

Mid-level exercises 1, 2, and 3 pages 257 and 258

Capstone page 259

Objectives Class 4

Insert a table

Format a table

Sort and apply formulas to table data

Convert text to a table

Select a main document

Select or create recipients

Insert merge fields

Merge a main document and a data source

For Class Grade

Mid-level exercises 1, 2, and 3 pages 305-307

Capstone page 308

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MS Excel 2010

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Section description with assignments

Objectives Class 1

Plan for effective workbook and worksheet design

Explore the Excel window

Enter and edit data in cells

Use symbols and the order of precedence

Use Auto Fill

Display cell formulas

Manage worksheets

Manage columns and rows

Select, move, copy, paste

Apply alignment and font options

Apply number formats

Select page setup options

Print a worksheet

For Class Grade

Mid-level Exercises 1. 2 and 3 pages 369 – 370

Capstone page 371

Objectives Class 2

Use semi-selection to create a formula

Use relative, absolute, and mixed cell references

Avoid circular references

Insert a function

Total values with the SUM functions

Insert basic statistical functions

Use date functions

Determine results with the IF function

Use lookup functions

Calculate payments with the PMT function

Use range names in formulas

For Class Grade

Mid-level exercises 1, 2, and 3 pages 416-418

Capstone page 419

Objectives Class 3

Decide which chart type to create

Create a chart

Change a chart type

Change data source and structure

Apply a chart layout and a chart style

Move a chart

Print charts

Insert and customize a sparkline

Select and format chart elements

Customize chart labels

Format the axis and guidelines

Add a trendline

For Class Grade

Mid-level exercises 1 and 2 pages 469-470

Capstone 471

Objectives Class 4

Freeze rows and columns

Print large worksheets

Understand table design

Create a table

Apply a table style

Sort data

Filter data

Use structured references and a total row

Apply conditional formatting

Create a new rule

Sort and filter using conditional formatting

For Class Grade

Mid-level exercises 1 and 2 pages 524 – 527

Capstone pages 528 - 529

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Section description with assignments

Objectives Class 1

Navigate among the objects in an Access database

Understand the difference between working in storage and memory

Practice good file management

Backup, compact and repair Access files

Create filters

Sort table data on one or more fields

Know when to use Access or Excel for managing data

Use the Relationship window

Understand relational power

For Class Grade

Mid-level Exercises 1, and 2 pages 575 – 576

Capstone 577

Objectives Class 2

Design data

Create tables

Understand table relationships

Share data with Excel

Establish table relationships

Create a single table query

Specify criteria for different data types

Copy and run a query

Use the query wizard

Create a multi-table query

Modify a multi-table query

For Class Grade

Mid-level exercises 1 and 2 pages 642 – 644

Capstone pages 645 - 646

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Section description with assignments

Objectives Class 1

Use PowerPoint views

Save as a slide show

Plan a presentation

Assess presentation content

Use slide layouts

Apply themes

Review the presentation

Insert media objects

Add a table

Use animations and transitions

Run and navigate a slide show

Print in PowerPoint

For Class Grade

Mid-level Exercises 1 and 2 pages 804 – 805

Capstone page 806

Objectives Class 2

Create a presentation using a template

Modifying a template

Create a presentation in outline view

Modify an outline structure

Print an outline

Import an outline

Add existing content to a presentation

Examine slide show design principles

Modify a theme

For Class Grade

Mid-level exercises 1, 2, and 3 pages 844 - 848