

Introduction To Software Applications

30111.112311 CSA-K105-30111-Fall2012-Intro Software Applications

Three Rivers Community-Technical College

Norwich, CT 06360

Vic Zielinski

[E-mail VZielinski@trcc.commnet.edu](mailto:VZielinski@trcc.commnet.edu)

Office Hours by appointment only

Fall 2012

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) 90%
2. Mid Term and Final Quiz 10%

Attendance

Required.

Required Text

Exploring Microsoft Office 2010 Volume 1

Custom Edition for Three Rivers Community College

ISBN 13 : 978-1-256-83921-7

ISBN 10 : 1-256-83921-3

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.

Do not print any assignments.

Withdrawal Policy

Please check School Calendar for dates concerning withdrawals and consult with the Registrar's Office if you choose to withdraw.

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, contact the Disabled Student Counselor.

30111.112311 CSA-K105-30111-Fall2012-Intro Software Applications

MS Word 2010

Three Rivers Community-Technical College

Norwich, CT 06360

Vic Zielinski

E-mail VZielinski@trcc.commnet.edu

Office Hours by appointment only

Fall 2012

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

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

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

Capstone page 268

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

Capstone page 318

30111.112311 CSA-K105-30111-Fall2012-Intro Software Applications

MS Excel 2010

Three Rivers Community-Technical College

Norwich, CT 06360

Vic Zielinski

E-mail VZielinski@trcc.commnet.edu

Office Hours by appointment only

Fall 2012

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

Capstone page 391

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

Capstone page 446

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

Capstone 502

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

Capstone pages 561 - 562

30111.112311 CSA-K105-30111-Fall2012-Intro Software Applications

MS Access 2010

Three Rivers Community-Technical College

Norwich, CT 06360

Vic Zielinski

E-mail VZielinski@trcc.commnet.edu

Office Hours by appointment only

Fall 2012

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

Capstone page 617

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

Capstone pages 684 - 685

30111.112311 CSA-K105-30111-Fall2012-Intro Software Applications

MS Powerpoint 2010

Three Rivers Community-Technical College

Norwich, CT 06360

Vic Zielinski

E-mail VZielinski@trcc.commnet.edu

Office Hours by appointment only

Fall 2012

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

Capstone pages 857 - 858

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

Capstone page 901