

## OIS 1250A Computer Applications II

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### Course Description:

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This integrated, project-based course is a continuation of Computer Applications I. Students will explore more complex features in Microsoft® Word, Excel, and Access such as the creation of spreadsheets to analyze business financial problems, the manipulation of databases to organize and retrieve business information, and enhancing the visual display and clarity of business documents.

### Scheduling the Credit by Exam:

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The student must complete the credit-by-exam form and pay the fee (\$40) for the exam in the MTC Business Office prior to taking the exam. The student must contact Vicki Weaver in Room 161C, [weaverv@mtc.edu](mailto:weaverv@mtc.edu), or telephone at 740-386-4115 to schedule an appointment to take the credit by exam. The student must bring his or her receipt to the scheduled testing appointment.

### Objectives:

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The OIS 1250A credit by exam will test one's Microsoft® Word, Excel, and Access skills and the integration thereof. Students should be very familiar with the following features:

#### Word:

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- › Headers/footers
- › Margins
- › Font selection and manipulation
- › Line Spacing
- › Formatting Numbers and Bullets
- › Columns
- › Find and Replace
- › Printing options
- › Naming conventions
- › Graphics Borders/Shading
- › Drop Caps
- › Pull outs
- › Merging without the Wizard

#### Excel:

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- › Headers/footers
- › Margins
- › Font selection and manipulation
- › Formatting cells, columns, and rows
- › Calculations Formulas: IF, Vlookup, Hlookup, Average, Sum, Multiplication, Future Value, Payment, Goal Seek, etc.
- › Labeling tabs
- › Charts
- › Naming conventions

#### Access:

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- › Create, add, edit, and delete records within a table while identifying various relationships
- › Apply a filter by form or selection
- › Sort a table on one or more fields
- › Set the primary key of a table
- › Differentiate between a query and a table; define a dynaset

- Use the design grid to create and modify a select query
- Naming conventions

### **File Management:**

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- Creating folders and subfolders
- Renaming items
- Copying, moving, and deleting items