

## **OIS 1240 Computer Applications**

### **Course Description:**

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This integrated, project-based course will help students use the software applications Microsoft® Word, Excel, PowerPoint, and Access to solve business problems. Students will use the Internet and e-mail as they research topics and prepare documents using the appropriate software applications. Course topics include technology history, future trends in technology, and the role of technology in a professional environment.

### **Objectives:**

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The OIS 1240 CBE tests your Microsoft Word, Excel, Access, and PowerPoint skills for a PC. The following MTC IT College Graduate Competency will be assessed as well:

Use basic operating system functions including file management  
Connect to the Internet and use a Web browser to research and obtain information  
Create, send, and receive e-mail and attachments  
Create, edit, and print a professional document using a word processing application  
Create, edit, and print a professional document using a spreadsheet application

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
- Paste Functions including OLE
- Citations and Bibliography
- Mail Merge

### **Excel:**

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- Headers/footers
- Margins
- Font selection and manipulation
- Formatting cells, columns, and rows
- Calculations

- Formulas
- Labeling tabs
- Charts
- Naming conventions
- Paste Functions including OLE

**Access:**

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- Create, modify, and navigate tables
- Build and modify a basic query
- Export data

**PowerPoint:**

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- Creating Slides
- Templates
- Headers/Footers
- Speaker Notes
- Paste Functions including OLE

**File Management:**

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

**Email:**

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- Sending, retrieving, and composing email through MTC student email accounts
- Attachments

**Internet:**

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- Effective search techniques
- Citing URLs correctly using APA
- Multitasking