

CGS 1571 Computer Applications 2

Credits: 3 credits

Text book, title, author, and year: **GO! With Microsoft Office 2010 Vol. 2** by Shelley Gaskin, Robert L. Ferrett, Alicia Vargas, and Carolyn McLellan, published by Pearson Prentice Hall, 2011. [The book is sold as part of the bundle at the bookstore that contains a license for MyITLab and a trial license for Microsoft Office 2010. You may buy a used book or electronic version of the book but you are responsible for also buying the required licenses.] **MyITLab Training and Assessment Software**, by Pearson Prentice Hall. **Microsoft Office 2010**

Reference materials: Additional videos illustrating each chapter and how to transition from Microsoft Office 2007 to 2010 are available for viewing

Specific course information:

Catalog description: A distance learning course for non-business, non-engineering and non-computer science majors that covers technology concepts and mastering the use of important computer applications, including word processing, spreadsheets, presentation and database applications.

Prerequisites: No prerequisites. No corequisites. This is a service course that serves as a lower division elective for any major.

Specific goals for the course:

- Understand the underlying functionality of different types of computer applications, and examples of the computer as a useful tool.
- Understand when and how to use word processing computer applications to an intermediate level to create common business and personal documents.
- Understand when and how to use spreadsheet computer applications to an intermediate level to organize and calculate accounting-type information.
- Understand when and how to use presentation computer applications to an intermediate level to organize large amounts of information in a useful manner to develop slides to accompany an oral presentation.
- Understand when and how to use database computer applications to an intermediate level to organize large amounts of information in a useful manner.

Master how to integrate word processing, spreadsheet, presentation, and database computer applications to generate complex documents, presentations and reports.

Brief list of topics to be covered:

1. Word Processing (using Microsoft Word 2010)

Create, format and modify documents containing graphics

- Create new document and insert text, set and modify tab stops
- Insert and format graphics and SmartArt Graphics, text boxes and shapes

- Preview and print documents
- Change document, paragraph, lists and text layout,

Create, and format documents using tables and templates

- Create and format tables
- Create a resume using a Word table
- Use template to create a cover letter and resume
- Use the proofing options

Create a research papers, newsletters and mail-outs

- Create a research paper that includes footnotes, citations and a bibliography
- Create a multiple-column newsletter using special character and paragraph formatting
- Create mailing labels using mail merge

2. Spreadsheets (using Microsoft Excel 2010)

Create and modify spreadsheets and use to calculate values

- Create a sales report with embedded charts and highlights
- Create, save and navigate a workbook, create and enter data in a cell and by range in a worksheet
- Construct formulas for mathematical operations, copy formulas, use functions,
- Format cells with merge, alignment and cell styles
- Chart data to create a column chart and insert sparklines
- Check spelling, print, and display formulas
- Format a worksheet

Use functions, create tables, and manage large workbooks