COMPSW-106: Introduction to MS Office

Course Description:

This introductory course provides a hands-on overview of Microsoft software applications including units of instruction in MS Word, Excel, PowerPoint and Access. Combined with COMPSW-107, this course can help the student prepare for various MS Office Specialist (MOS) exams.

Total Credits: 3.00

Course Competencies

1. Create a basic Word document
2. Examine reorganization, correction and proofing options in Word
3. Utilize document, paragraph and text formatting options in Word
4. Create a table in Word
5. Manage multiple-paged documents in Word
6. Create a basic Excel worksheet
7. Manage an Excel worksheet and workbook
8. Manage formatting options in cell entries
9. Examine formulas and mathematical, logical and statistical functions
10. Create a chart in Excel
11. Create a presentation
12. Manage a presentation in PowerPoint
13. Create slide content
14. Utilize advanced format options on objects
15. Use advanced transitions and animations
16. Manage multiple presentations and the PowerPoint environment
17. Summarize database terms and concepts
18. Create an Access database

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