

APPLICATIONS FOR IT II
IS 107

COURSE LEARNING OUTCOMES (CLOs)

1. Students survey diverse applications related to Information Technology
2. Students will evaluate and use applications available to several operating systems.
3. Students create presentations based on research.
4. Students evaluate applications used for collaboration.

COURSE OUTLINE

I. Word Processing

- A. Use Outline view
- B. Create title pages
- C. Create a table of contents
- D. Create a table of figures
- E. Insert and modify footnotes
- F. Add citations and manage sources
- G. Create bibliographies
- H. Record macros

II. Spreadsheets

- A. Insert logical and statistical functions
- B. Filter spreadsheets
- C. Apply conditional formatting
- D. Create PivotTable Reports and Charts
- E. Create data lookup functions
- F. Apply advanced sorts and filters
- G. Create references among multiple spreadsheets

III. Presentations

- A. Insert and add tables and charts to presentations
- B. Insert hyperlinks into presentations

IV. Databases

- A. Create queries with logical and comparison criteria
- B. Use wildcard characters queries
- C. Create calculated fields
- D. Create parameter queries and reports
- E. Group, sort, and filter reports
- F. Create advanced custom database interfaces
- G. Create macros

V. Data Management

- A. Link objects from other applications

- B. Save files in multiple file formats (OpenOffice, text, PDF, and HTML)
- C. Export Access objects to other file formats
- D. Use Find and Replace to clean data
- E. Convert delimited text files to tables and tables to delimited text files
- F. Use paste options

VI. Collaboration Applications

- A. Protect documents
- B. Merge data to generate custom e-mail messages
- C. Configure and use Personal Information Managers (PIMs) to manage e-mail, events, to-do lists, and contacts
- D. Schedule meetings and send invitations
- E. Review documents by tracking changes and inserting comments
- F. Accept or reject tracked changes
- G. Manage projects using online tools (Office Live, Google Docs)
- H. Conduct online meetings with desktop sharing technology

VII. Graphics

- A. Create technical diagrams (schematics, for example)
- B. Create diagrams for presentations

VIII. Web Page Applications

- A. Create a home page
- B. Create and conduct online surveys

IX. Visual Basic for Applications

- A. Use Visual Basic for Applications to add functionality