Brooklyn College
Department of Computer and Information Science

CISC 1050 [CIS 5.2] Introduction to Computer Applications
3 hours; 3 credits

Introduction to the use of the computer in the home and office. Provides an overview of microcomputer applications including a brief introduction to computer concepts, Microsoft Windows, Microsoft Office, Microsoft Office Word, Microsoft Office Excel, Microsoft Office Access, Microsoft Office PowerPoint, creating Web pages, and integration of the applications.

Objectives

- Students will have a working knowledge of the Windows operating system.
- Students will develop a Microsoft Excel spreadsheet, create tables and charts.
- Students will develop a Microsoft Access Database, perform queries and reports and export those reports to other applications.
- Students will produce PowerPoint presentations using a variety of templates, animations, sounds and associated elements.
- Students will use Microsoft Word to produce a quality document with information imported or exported from other applications.

Textbook

Microsoft Office 2003: Introductory Concepts and Techniques, Premium Edition
Shelly Cashman Vermaat (ISBN: 1-418-85931-1)

Topic Outline

- Introduction to Computers

- Windows XP and Office 2003
  1. Introduction to Microsoft Windows XP and Office 2003

- Word 2003
  1. Creating and Editing a Word Document
  2. Creating a Research Paper
  3. Creating a Resume Using a Wizard and a Cover Letter with a Table
  4. Web Feature: Creating Web Pages Using Word

- Excel 2003
  1. Creating a Worksheet and an Embedded Chart
  2. Formulas, Functions, Formatting, and Web Queries
  3. What-If Analysis, Charting, and Working with Large Worksheets

- Midterm Examination

- Access 2003
  1. Introduction to database
  2. Creating and Using a Database
  3. Querying a Database Using the Select Query Window
  4. Maintaining a Database Using the Design and Update Features of Access

- PowerPoint 2003
  1. Using a Design Template and Text Slide Layout to Create a Presentation
  2. Using the Outline Tab and Clip Art to Create a Slide Show
  3. Web Feature: Creating a Presentation on the Web Using PowerPoint

- Final Examination

Detailed Syllabus

1) Introduction to Microsoft Windows
   a) The desktop, the common user interface (Menus and dialog boxes)
   b) The help command
   c) File and folder management
2) Introduction to Microsoft Word
   a) The basics editing
      i) Menus and toolbars
      ii) Spelling and Grammar command
      iii) Autocorrect and Autotext features
      iv) The Thesaurus command
      v) Moving and copying text, the Undo and Redo commands, Find and Replace commands
   b) The basics of formatting
      i) Typography
      ii) The Page Setup command
      iii) Paragraph formatting
      iv) Column formatting
   c) Enhancing a document
      i) The Microsoft Clip Gallery, Insert Symbol command, Microsoft WordArt, the Drawing toolbar
      ii) Footnotes and endnotes, Wizards and templates
   d) Some advanced features
      i) Lists
      ii) Tables
      iii) Styles
      iv) Headers and footers
      v) Sections
      vi) Creating a table of contents
      vii) Creating an index

3) Introduction to Microsoft Excel
   a) The basics of a Workbook
      i) Menus and toolbars
      ii) Cell, column, row, and worksheet components
      iii) Formulas, constants, the Formula bar, and the Name box
      iv) The Page Setup command
   b) The basics of editing and formatting
      i) Copying and moving cells and cell ranges, the fill handle
      ii) Inserting, deleting, and hiding, rows, columns and worksheets
      iii) Absolute, relative and mixed addressing
      iv) Editing cell contents, the pointing method, and the Scenario Manager
      v) The Format Cells command, and column widths and row heights
      vi) Freezing panes
   c) Some Excel functions
      i) The Sum, Average, PMT, IF, and other functions
      ii) The Goal Seek command
   d) The basics of Excel charts
      i) Pie, column, bar, and line charts, and data series
      ii) The Chart Wizard
      iii) Inserting, deleting, editing, and formatting chart components
      iv) Creating a compound document

4) Introduction to Microsoft Access
   a) The basics of a database
      i) Menus and toolbars
      ii) The database window, and table, form, query, and report objects
      iii) Relationship window and field lists
   b) The basics of tables and forms
      i) The table design view: field names, data types, primary keys, and other field properties
      ii) The table datasheet view: add, delete, and edit records
      iii) A form wizard
      iv) The form design view: add controls and edit control properties
      v) The form view: add, delete, and edit records
   c) The basics of queries and reports
      i) Query design view: field lists and the query design grid
      ii) Select queries, calculated fields
      iii) A report wizard
      iv) The report design view: add controls and edit control properties
      v) Action and Crosstab queries

5) Introduction to Microsoft PowerPoint
   a) Using Design Templates and the AutoContent Wizard
   b) Creating and formatting Bulleted and Numbered Lists
   c) Adding, feleting and rearranging Slides
   d) Printing Presentations, Slides, Speaker Notes, Outlines and Handouts
   e) Using Slide Sorter View and Slide Show View
   f) Inserting and working with Graphic Images, Drawing Objects, Audio and Video
   g) Animation and slide transitions