

IC3 GS4: Key Applications

Course Outline

Course Introduction

3m

Course Introduction

Module 01 - Application Features

1h 20m

Application Features

Commands and Features in Common

Demo - Commands and Features in Common

Commands and Features in Common (Cont.)

Demo - Print Options

Commands and Features in Common (Cont..)

Demo - Editing Functions

Commands and Features in Common (Cont...)

Demo - Preferences

Demo - Getting Help

Commands and Features in Common (Cont....)

Demo - Selecting

Formatting

Demo - Formatting

Navigating Applications

Demo - Navigating Applications

Multimedia

Demo - Multimedia

Module 01 Review

Module 02 - Working with Word Processing

45m

Working with Word Processing

Layouts

Adding a

Manual Page Break

Demo - Adding and Deleting Manual Page Breaks

Demo - Inserting Page Numbers

A Header

Demo - Creating a Header and Footer

Demo - Editing a Header and Footer

The Margins Tab

Demo - Changing Margins and Page Orientation

Tabs

Demo - Clearing

Tabs and Setting Other Types of Tabs

Paragraph Alignments

Demo - Changing Paragraph Alignments

Demo - Setting Indents

Working with Data

Demo - Creating a Table

Adding Rows and Columns

Demo - Adding Rows and Columns

Demo - Adding Bulleted and Numbered Lists

Define New Bullet Dialog Box

Demo - Editing Bulleted and Numbered Lists

Module 02 Review

Module 03 - Working with Spreadsheets

49m

Working with Spreadsheets

Spreadsheets

Entering Cell References with Mouse

Demo - Entering Cell References with the Mouse

Demo - Setting Alignment

Worksheet Navigation Methods

Demo - Navigating a Worksheet

Saving Workbooks

Demo - Saving a New Workbook

Demo - Editing and Updating a

Workbook

Data

Demo - Applying Table Styles and Sorting Data

Formulas

Demo - Creating a Basic Formula

Entering Formulas

Demo - Editing a Formula

Formatting

Demo - Using the Number Group to Format Number

Adding Headers and Footers

Demo - Formatting Headers and Footers

Charts and Graphs

Demo - Creating a Chart

Chart Elements

Demo - Examining Chart Elements

Demo - Creating and Editing a Pie Chart
Module 03 Review

Module 04 - Making a Presentation

1h 8m

Making a Presentation
Opening Presentations
Demo - Opening and Running a Presentation
Updating Presentations
Using Content
Character and
Paragraph Formatting
Changing the Font
Changing the Font Size
Finding and
Replacing Text
Demo - Finding and Replacing Text
Adding Tables
Demo - Adding a Table
Inserting a Chart
Demo - Creating a Chart
Demo - Presentation Introduction
Slides
Moving Between Slides
Adding Slides
Demo - Adding and Editing
Slides
Deleting
Slides
Slides from Other Presentations
Slide Design
Demo - Slide Design
Inserting Pictures
Demo - Inserting a Picture
Adding Clip Art
Module 04 Review

Module 05 - Databases

34m

Databases
What is a Database?
Demo - Record Management
Queries

Demo - Queries and Reports
Database Security
Module 05 Review

Module 06 - Collaboration

18m

Collaboration
Collaborating with Others
Methods of Sharing Data
Demo - Sharing Files
Module 06 Review
Course
Closure

Total Duration: 4h 57m