

CIS 113 COMPUTER BASICS

COURSE DESCRIPTION:

Prerequisites: None

Corequisites: None

This course introduces basic computer usage for non-computer majors. Emphasis is placed on developing basic personal computer skills. Upon completion, students should be able to demonstrate competence in basic computer applications. Course Hours Per Week: Lab, 2. Semester Hours Credit, 1.

LEARNING OUTCOMES:

Upon completion of this course the student will be able to:

- a. Use Microsoft Windows' graphical user interface.
- b. Manage files and folders with Windows Explorer.
- c. Browse the web with Internet Explorer.
- d. Create and edit Microsoft Word documents.
- e. Create a Research Paper using Microsoft Word.
- f. Create a Worksheet and an Embedded Chart using Microsoft Excel.
- g. Apply Formulas, Functions, Formatting, and Web Queries in Microsoft Excel.
- h. Create and Use a Database using Microsoft Access.
- i. Query a Database using Microsoft Access.
- j. Create and Edit a Business Presentation using Microsoft Powerpoint.
- k. Create a Presentation with Illustrations and Shapes using Microsoft Powerpoint.

OUTLINE OF INSTRUCTION:

- I. Windows and File Management
 - A. Start Microsoft Windows, log on to the computer and identify objects on the desktop
 - B. Perform basic mouse operations: point, click, right-click, double-click, drag and right-drag
 - C. Display the Start menu and start an application program
 - D. Open, minimize, maximize, restore, move, size, scroll, and close a window
 - E. Display drive and folder contents
 - F. Create a folder in Windows Explorer and a Wordpad document
 - G. Browse the Web using Internet Explorer, a URL, and tabbed browsing
 - H. Download folders and files from a website
 - I. Copy, move, rename, and delete files
 - J. Search for files using a word or phrase in the file or by name
 - K. Use Help and Support
 - L. Log off from the computer and turn it off
- II. Word Processing using Microsoft Word 2007
 - A. Create and Edit a Word document
 - 1.) Start and quit Word
 - 2.) Describe the Word window
 - 3.) Enter text in a document
 - 4.) Check spelling as you type
 - 5.) Save a document

- 6.) Format text, paragraphs, and document elements
 - 7.) Undo and redo commands or actions
 - 8.) Insert and format a picture
 - 9.) Print a document
 - 10.) Change document properties.+
 - 11.) Open a document
 - 12.) Correct errors in a document
 - 13.) Use Word's Help
- B. Create a Research Paper
- 1.) Describe the MLA documentation style for research papers
 - 2.) Change line and paragraph spacing in a document
 - 3.) Use a header to number pages of a document
 - 4.) Apply formatting using shortcut keys
 - 5.) Modify paragraph indentation
 - 6.) Create and modify styles
 - 7.) Insert and edit citations and their sources
 - 8.) Add a footnote to a document
 - 9.) Insert a manual page break
 - 10.) Create a bibliographical list of sources
 - 11.) Move text
 - 12.) Find and replace text
 - 13.) Use the Research task pane to look up information
- C. Create a Cover Letter and a Resume
- 1.) Format characters and paragraphs
 - 2.) Insert and format clip art
 - 3.) Set and use tab stops
 - 4.) Identify the components of a business letter
 - 5.) Insert the current date
 - 6.) Create and insert a building block
 - 7.) Insert a Word table, enter data in the table, and format the table
 - 8.) Use a template to create a document
 - 9.) Fill in a document template
 - 10.) Copy and paste using the Office Clipboard
 - 11.) Indent paragraphs
 - 12.) Insert a Quick Part
 - 13.) Sort a list
 - 14.) Use print preview to view and print a document
 - 15.) Address and print an envelope

III. Spreadsheets using Microsoft Excel 2007

- A. Create a Worksheet and an Embedded Chart
- 1.) Start and quit Excel
 - 2.) Describe the Excel worksheet
 - 3.) Enter text and numbers
 - 4.) Use the Sum button to sum a range of cells
 - 5.) Copy the contents of a cell to a range of cells using the fill handle
 - 6.) Save a workbook
 - 7.) Format cells in a worksheet
 - 8.) Create a 3-D Clustered Column chart
 - 9.) Change document properties

- 10.) Save a workbook a second time using the same file name
 - 11.) Print a worksheet
 - 12.) Open a workbook
 - 13.) Use the AutoCalculate area to determine statistics
 - 14.) Correct errors on a worksheet
 - 15.) Use Excel Help to answer questions
- B. Formulas, Functions, Formatting, and Web Queries
- 1.) Enter formulas using the keyboard and Point mode
 - 2.) Apply the AVERAGE, MAX, and MIN functions
 - 3.) Verify a formula using Range Finder
 - 4.) Apply a theme to a workbook
 - 5.) Add conditional formatting to cells
 - 6.) Change column width and row height
 - 7.) Check the spelling of a worksheet
 - 8.) Set margins, headers and footers in Page Layout View
 - 9.) Preview and print versions of a worksheet
 - 10.) Use a Web query to get real-time data from a Web site
 - 11.) Rename sheets in a workbook
 - 12.) E-mail the active workbook from within Excel

IV. Databases using Microsoft Access 2007

- A. Create and Use a Database
- 1.) Describe databases and database management systems
 - 2.) Design a database to satisfy a collection of requirements
 - 3.) Start Access
 - 4.) Describe the features of the Access window
 - 5.) Create a database
 - 6.) Create a table and add records
 - 7.) Close a table
 - 8.) Close a database and quit Access
 - 9.) Open a database
 - 10.) Print the contents of a table
 - 11.) Create and print custom reports
 - 12.) Create and use a split form
 - 13.) Use the Access Help system
- B. Query a Database
- 1.) Create queries using the Simple Query Wizard
 - 2.) Print query results
 - 3.) Create queries using Design view
 - 4.) Include fields in the design grid
 - 5.) Use text and numeric data in criteria
 - 6.) Create and use parameter queries
 - 7.) Save a query and use the saved query
 - 8.) Use compound criteria in queries
 - 9.) Sort data in queries
 - 10.) Join tables in queries
 - 11.) Create a report from a query
 - 12.) Perform calculations in queries
 - 13.) Create crosstab queries
 - 14.) Customize the Navigation pane

V. Business Presentations using Microsoft Powerpoint 2007

A. Create and Edit a Presentation

- 1.) Start and quit Powerpoint
- 2.) Describe the Powerpoint window
- 3.) Select a document theme
- 4.) Create a title slide and text slides with single- and multi-level bulleted lists
- 5.) Save a presentation
- 6.) Copy elements from one slide to another
- 7.) View a presentation in Slide Show view
- 8.) Open a presentation
- 9.) Display and print a presentation in grayscale
- 10.) Check spelling
- 11.) Use Powerpoint Help

B. Create a Presentation with Illustrations and Shapes

- 1.) Create slides from a blank presentation
- 2.) Change views to review a presentation
- 3.) Change slide layouts
- 4.) Add a background style
- 5.) Insert, move, and size clip art
- 6.) Insert a photograph from a file
- 7.) Delete a placeholder
- 8.) Change font color
- 9.) Format text using the Format Painter
- 10.) Add and size a shape
- 11.) Apply Quick Styles to placeholders and shapes
- 12.) Select slide transitions
- 13.) Preview and print an outline and handout

REQUIRED TEXTBOOK AND MATERIALS:

Text to be assigned by the instructor each semester

STATEMENT OF STUDENTS WITH DISABILITIES:

Students who require academic accommodations due to any physical, psychological, or learning disability are encouraged to request assistance from a disability services counselor within the first two weeks of class.

Likewise, students who potentially require emergency medical attention due to any chronic health condition are encouraged to disclose this information to a disability services counselor within the first two weeks of class. Counselors can be contacted by calling (919) 536-7208 x1403 or by visiting the Student Development Office in the Phail Wynn Jr. Student Services Center, room 1309.