

# COMPETENCY PROFILE

## COMPUTER APPLICATIONS

### WCC: BIS 101 – Introduction to Business Computing (3 credits)

A broad introduction to all computer applications: windows operations, word processing, electronic spreadsheets & database management on IBM-PC &/or compatibles, presentation software & Outlook functions.



#### Basic Proficiencies

- Define & use computer terminology
- Understand the basics of how a computer works
- Hardware
- Software
- MS Windows 95/98/2000
- Use menus
- Move, open, close, resize & scroll through windows
- Use various print functions
- Manage files, format & copy disks
- RAM
- ROM
- Hard disk
- Floppy disk
- Peripherals
- Boot up

#### Word Processing

- Key text into a word processor
- Save & open documents
- Edit, copy & move text
- Preview print text in portrait & landscape
- Use the undo command
- Change margins in document
- Understand & choose fonts
- Change indents, alignment & spacing of paragraphs
- Set & use tabs
- Insert page breaks
- Use spell checker & thesaurus
- Add graphics to a document
- Work with multiple documents
- Insert headers & footers
- Use help function

#### Spreadsheet

- Identify the parts of the spreadsheet
- Move around a spreadsheet
- Enter, edit copy, move data
- Change column width & edit cells
- Change appearance of a cell
- Save & print a spreadsheet
- Insert, delete columns & rows
- Use spreadsheet as a calculator
- Enter & edit formulas
- Distinguish between relative & absolute cell references
- Use the auto SUM button
- Display formulas in spreadsheet
- Use named ranges
- Use function formulas
- Identify purpose of charting spreadsheet data
- Identify types of spreadsheet charts
- Create, save & print a chart

#### Database

- Identify the parts of a database
- Create a database
- Add & delete records
- Print, save & close a database
- Create tables & fields
- Find & sort fields & records
- Copy & move data
- Insert a record
- Format a field
- Insert dates & time
- Perform calculations in a database
- Query a database
- Create & edit a report
- Name & save a report
- Preview & print a report

#### Presentation Software

- Create & save a presentation
- Create & use slides
- Print slides & handouts
- Add effects to slides
- Reposition slides
- Add animation to slides
- Insert clip art
- 'Give' a presentation

#### Integration

- Cut, copy & paste between documents in MS Word, Access & PowerPoint
- Use linking to integrate documents in MS Word & MS Excel
- Create a simple mail merge using MS Access & MS Word

#### Internet & Web Proficiencies

- Able to access the Internet
- Relate the World Wide Web (www) to hypertext & hypermedia
- Enter a Web address in a Web browser
- Define a URL
- Use hyperlinks to navigate the Web
- Use multiple search engines to find data
- Distinguish among Boolean operators
- Differentiate Web & site searches
- Download from the Web

#### Problem Solving & Critical Thinking Proficiencies

- Use the above content skills to solve new business problems
- Analyze case studies to determine what data is necessary & the most efficient tools to solve problems
- Use resources to effectively find information necessary to solve problems

**College Textbook Reference:** Exploring Microsoft Office XP, Volume 1, Enhanced Edition. Robert Grauer & Maryann Barber; Prentice Hall