

CS 105	Introduction to Application Software	Page 2
Prerequisites by Topic		
No Prerequisite.		
Major Topics Covered in the Course		
<ol style="list-style-type: none"> 1. Introduction to Windows Operating environment <ul style="list-style-type: none"> Windows interface: customizing the desktop Windows explorer: disk management functions, file management functions Text and graphics tools Explorer and outlook Email and attachments 2. Essential computing concepts: input, processing, output, storage 3. Introduction to word processing <ul style="list-style-type: none"> Creating and editing text: text and document formatting Word art and graphics Merging documents: mail merge, envelop addressing Printing and printing options Using web features 4. Introduction to spread sheet <ul style="list-style-type: none"> Designing and creating a worksheet Using formulas and functions Absolute and relative reference Creating and editing macros Creating and editing charts Optimization and goal seeking Adding graphics to a worksheet and charts Linking and embedding: printing and printing options, using web features 5. Introduction to database management <ul style="list-style-type: none"> Planning and creating a database Creating database objects Creating a table using wizard Creating a table by importing data Manipulating a table Relating multiple tables Creating and modifying queries Creating queries using SQL Creating and modifying forms Creating and modifying report: sorting and grouping, calculated control Importing and exporting data Printing and printing options 6. Introduction to presentation software <ul style="list-style-type: none"> Creating and editing a presentation Using master slide and templates Transitions and effects Presentations as web pages Presentations as web pages Creating a web page using HTML Web development tools: Microsoft front page 7. Introduction to HTML and World Wide Web 8. Introduction to Outlook 		

