# CIS 112 - Integrated Computer Applications

**3 credits**
**Prerequisites:** CIS 110 Computer Applications or by permission of instructor
**Electives:** Satisfies Technology, Computer, Free
**Proficiencies:** None

**COURSE DESCRIPTION:** This course will focus on application suites under the windows environment and the data file integration that is made possible between word processing, spreadsheet, database, and graphic files. Compound documents will be created that can include files from all the various applications software. The efficient use of these data files for visual reports and presentations will be the focus.

**COURSE OBJECTIVES:** The purpose of this course is to develop an in-depth understanding and practical knowledge of the most frequently used software applications and to enable the students to effectively use a personal computer in the home or on the job. Upon successful completion of this course the student's will:

**Demonstrate an advanced skill level with documents through Microsoft Word 2010**
- Create a document from an existing template, apply and modify existing styles and create new styles, apply a theme and create a new template from an existing document, Create a chart, format a chart, and work with sections.
- Create a form letter, merge letters with records from the data source, work with a document outline, track changes in a document, use comments in a document, and compare and combine documents.

**Demonstrate an advanced skill level with electronic spreadsheets through Microsoft Excel**
- Open an Excel template, customize a template, save a workbook as a template, enter data in a customized template, create range names, ensure data integrity, use lookup functions and protect the worksheet and save it as a template.
- Import data into Excel, reorganize data from external sources, analyze data with Excel database tools and use database functions.
- Create and modify pivot table reports, create a pivot chart report, compare dates and round numbers, apply business decisions with logical operators and insert comments and document a worksheet.

**Demonstrate an advanced skill level with database management software through Microsoft Access**
- Customize table fields, structure data input, validate data input, create indexes and change sort order, create relationships between tables and create queries, forms, and reports from related tables.
- Create forms with subforms, create forms with special views, build a form in design view, add controls to forms, and use advanced formatting tools.
- Build reports based on queries, export a report and rate a labels report, create a subreport using design tools, summarize report data and create a report with an interactive filter.

**Demonstrate an advanced skill level with presentation software through Microsoft PowerPoint**
- Format tables, modify a table using the draw borders features, create and modify a pie chart and apply custom animation effects.
- Use graphic elements to enhance a slide, work with grouped objects, insert hyperlinks and action buttons and create and deliver custom shows.
- Create a template by modifying slide masters, edit a presentation, create a photo album and share files with other users.

**REFERENCE MATERIALS:**

GO! with Microsoft Office 2010 Volume 1 [Spiral-bound] Shelley Gaskin (Author), Robert L. Ferrett (Author), Alicia Vargas (Author), Carolyn E. McLellan (Author)
ISBN-13: 978-0132454469 | Publisher: Pearson Publication Date: July 3, 2010

Office 2010 (Marquee Series) [Spiral-bound] Rutkosky; Sequin; Rutkosky (Author)
Publisher: Paradign Publishing (2011)
ISBN-10: 0763837687
ISBN-13: 978-0763837686

**Please email Prof. Ethel Schuster eschuster@necc.mass.edu with any questions you have regarding this Challenge exam.**

---

September 9, 2008