

2.2: Course Contents at a Glance



The following list shows a summary of the topics covered in this course. To see all of the course pages, visit the Table of Contents.

Module 1: Introduction to Computers

- Computer Concepts
- Operating Systems
- Navigate Programs
- Finding Programs and Files
- File Management
- Snips and Screenshots

Module 2: Internet Research

- Using and Searching the Internet
- Ethical Business Research
- Basic Searches
- Advanced Searches

Module 3: Microsoft Word Basic Skills

- Using Word
- Basic Text Formatting
- Workspace Tools
- Lists

Module 4: Microsoft Word Intermediate Skills

- Page Layout
- Text Boxes
- Tables
- Images
- Hyperlinks

Module 5: Microsoft Word Advanced Skills

- Advanced File Creation
- Watermarks and Icons
- Citations
- Mail Merge
- Internet and Word

Module 6: Microsoft Excel Basic Skills

- Using Excel
- Basic Formatting and Layout
- Using Multiple Worksheets

Module 7: Microsoft Excel Intermediate Skills

- Using Excel for Data Analysis
- Automating Data Entry
- Graphics

- Charts

Module 8: Microsoft Excel Advanced Skills

- Sparklines
- More Formatting and Layout
- Pivot Tables
- Macros
- Statistical Functions and Formulas
- Add-Ins
- Internet and Excel

Module 9: Microsoft PowerPoint Basic Skills

- Creating Presentations
- Using PowerPoint
- Objects in PowerPoint

Module 10: Microsoft PowerPoint Intermediate Skills

- Transition Effects
- Headers and Footers
- Videos and Arranged Objects
- Lists

Module 11: Microsoft PowerPoint Advanced Skills

- Colors
- Tables in PowerPoint
- Animations in PowerPoint
- Charts in PowerPoint
- Customized PowerPoint Template
- Internet and PowerPoint

Module 12: Microsoft Access Basic Skills

- Creating Database Tables
- Fields in Access
- Table Primary Key
- Indexes

Module 13: Microsoft Access Intermediate Skills

- Table Relationships
- Working with Tables
- Working with Datasheets
- Sorting and Filtering Data

Module 14: Microsoft Access Advanced Skills

- Importing and Exporting Data
- Queries
- Forms and Reports
- Analyzing Data

Module 15: Integration

- Using Word with Excel and PowerPoint
- Using PowerPoint with Excel
- Integrating Access

Module 16: Capstone Assignment

- Create Capstone Presentation

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