Minimum Skills for Prerequisite Application Software in BUS 311

To ensure a solid floor of prerequisite basic application software skills in BUS 311, you will be tested on your ability to do the following tasks during the second week of the term. You will take the test in the Shidler Computer Lab, using a Windows computer.

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| Excel 2013Save/save as/open/print/closeApply text and paragraph formattingApply cell shadingAdd page numbers, headers, footersCut, copy, paste (simple), undoEnter numbers, text, and formulas into cellsEnter cell references by pointingInsert/Delete rows and columnsWiden and narrow columnsAutomatically adjust row heightSimple (non-absolute) copyingFormulas: Order of PrecedenceNaming worksheets, Links between worksheetsSortingViews: Normal and Page LayoutWrap textCell left/right/center justification, indentAutofit row heightText wrappingMerge and centerFormat number (currency, percentage etc.) | Word for WindowsSave/open/print/closeApply text and paragraph formattingInsert page numbers, headers, footersCut, copy, paste (simple), undoPage layout: Margins, orientationSpelling and Grammar checkingPage breaks (Control-Enter)Print layout viewParagraph points before and afterPowerPointSave/open/print/closeCut, copy, paste (simple), undoInsert shapes, arrange which is on topAdd page numbers, headers, footersUse View slide master / handout master / notes masterAdd/delete/duplicate slidesSlide sorter view, reorder slidesSlide transitionsSlide show operation |
| E-MailUse the UH e-mail system.(Have permission to use it.)Send attachments.Receive attachments | World Wide WebBe good at it, including searching. |