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.

|  |  |
| --- | --- |
| Excel 2013 Save/save as/open/print/close  Apply text and paragraph formatting  Apply cell shading  Add page numbers, headers, footers  Cut, copy, paste (simple), undo  Enter numbers, text, and formulas into cells  Enter cell references by pointing  Insert/Delete rows and columns  Widen and narrow columns  Automatically adjust row height  Simple (non-absolute) copying  Formulas: Order of Precedence  Naming worksheets, Links between worksheets  Sorting  Views: Normal and Page Layout  Wrap text  Cell left/right/center justification, indent  Autofit row height  Text wrapping  Merge and center  Format number (currency, percentage etc.) | Word for Windows Save/open/print/close  Apply text and paragraph formatting  Insert page numbers, headers, footers  Cut, copy, paste (simple), undo  Page layout: Margins, orientation  Spelling and Grammar checking  Page breaks (Control-Enter)  Print layout view  Paragraph points before and after PowerPoint Save/open/print/close  Cut, copy, paste (simple), undo  Insert shapes, arrange which is on top  Add page numbers, headers, footers  Use View slide master / handout master / notes master  Add/delete/duplicate slides  Slide sorter view, reorder slides  Slide transitions  Slide show operation |
| E-Mail Use the UH e-mail system.  (Have permission to use it.)  Send attachments.  Receive attachments | World Wide Web Be good at it, including searching. |