

CIS 110 Learning Objectives

Word 2007

Chapter 5 Creating Documents with Microsoft Word 2007

PROJECT 5A Create, Edit, Save, and Print a Document

Objective 1 Create and Save a New Document

Activity 5.1 Starting Word and Identifying Parts of the Word Window

Activity 5.2 Beginning a New Document and Displaying Formatting Marks

Activity 5.3 Entering Text and Inserting Blank Lines

Activity 5.4 Creating Folders for Document Storage and Saving a Document

Objective 2 Edit Text

Activity 5.5 Editing Text with the Delete and Backspace Keys

Activity 5.6 Inserting New Text

Objective 3 Select, Delete, and Format Text

Activity 5.7 Selecting and Deleting Text

Activity 5.8 Changing Font and Font Size

Activity 5.9 Adding Emphasis to Text

Objective 4 Print a Document

Activity 5.10 Accessing Headers and Footers

Activity 5.11 Printing a Document

PROJECT 5B Navigate the Word Window and Check Your Work

Objective 5 Navigate the Word Window

Activity 5.12 Opening and Closing an Existing Document

Activity 5.13 Inserting Existing Text into a New Document

Activity 5.14 Navigating a Document

Activity 5.15 Changing Document Views

Activity 5.16 Using the Zoom Slider

Activity 5.17 Splitting Windows and Arranging Panes

Objective 6 Add a Graphic to a Document

Activity 5.18 Inserting Clip Art

Objective 7 Use the Spelling and Grammar Checker

Activity 5.19 Checking Individual Spelling and Grammar Errors

Activity 5.20 Checking Spelling and Grammar in an Entire Document

Objective 8 Preview and Print Documents, Close a Document, and Close Word

Activity 5.21 Previewing and Printing a Document

Activity 5.22 Closing a Document and Closing Word

Objective 9 Use the Microsoft Help System

Activity 5.23 Getting Help

Chapter 6 Formatting and Organizing Text

PROJECT 6A Format Text and Use Lists

Objective 1 Change Document and Paragraph Layout

Activity 6.1 Setting Margins

Activity 6.2 Aligning Text

Activity 6.3 Changing Line Spacing

Activity 6.4 Adding Space After Paragraphs

Activity 6.5 Using the Format Painter

Objective 2 Change and Reorganize Text

Activity 6.6 Finding and Replacing Text

Activity 6.7 Cutting, Copying, and Pasting Text

Activity 6.8 Moving Text to a New Location

Activity 6.9 Undoing and Redoing Changes

Activity 6.10 Inserting a Nonbreaking Spaces and Hyphens

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- Activity 6.11 Entering a Line Break
- Objective 3 Create and Modify Lists
 - Activity 6.12 Creating a Bulleted List
 - Activity 6.13 Using AutoFormat to Create a Numbered List
 - Activity 6.14 Formatting Lists
 - Activity 6.15 Customizing Bullets

PROJECT 6B Create a Research Paper

- Objective 4 Insert and Format Headers and Footers
 - Activity 6.16 Inserting and Formatting Page Numbers
 - Activity 6.17 Inserting the Current Date and Time
- Objective 5 Insert Frequently Used Text
 - Activity 6.18 Recording AutoCorrect Entries
 - Activity 6.19 Inserting Symbols
- Objective 6 Insert and Format References
 - Activity 6.20 Inserting Footnotes
 - Activity 6.21 Modifying a Footnote Style
 - Activity 6.22 Adding Citations
 - Activity 6.23 Creating a Reference Page
 - Activity 6.24 Managing Document Properties

Chapter 7 Using Graphics and Tables

PROJECT 7A Insert and Modify Graphics and Set Tab Stops

- Objective 1 Insert and Format Graphics
 - Activity 7.1 Formatting Text Using WordArt
 - Activity 7.2 Inserting Pictures from Files
 - Activity 7.3 Resizing a Graphic
 - Activity 7.4 Wrapping Text Around a Graphic
 - Activity 7.5 Moving a Graphic
 - Activity 7.6 Applying Picture Styles
 - Activity 7.7 Adding a Page Border
- Objective 2 Set Tab Stops
 - Activity 7.8 Setting Tab Stops and Using Click and Type
 - Activity 7.9 Formatting and Removing Tab Stops
 - Activity 7.10 Using Tab Stops to Enter Text
 - Activity 7.11 Moving Tab Stops
- Objective 3 Insert and Modify Text Boxes and Shapes
 - Activity 7.12 Inserting a Text Box
 - Activity 7.13 Moving, Resizing, and Formatting a Text Box
 - Activity 7.14 Inserting a Predefined Shape

PROJECT 7B Create and Format a Table

- Objective 4 Create a Table
 - Activity 7.15 Creating and Entering Text into a Table
 - Activity 7.16 Adding a Row to a Table
 - Activity 7.17 Changing the Width of a Table Column
 - Activity 7.18 Adding a Column to a Table
 - Activity 7.19 Converting Text to Tables
- Objective 5 Format a Table
 - Activity 7.20 Formatting Text in Cells and Shading Cells
 - Activity 7.21 Changing the Table Border
 - Activity 7.22 Centering a Table
 - Activity 7.23 Merging Cells

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Activity 7.24 Applying a Predefined Format to a Table

Chapter 8 Special Document Formats, Columns, and Mail Merge

PROJECT 8A Create a Multicolumn Newsletter and Print Mailing Labels

Objective 1 Collect and Paste Text and Graphics

Activity 8.1 Using Collect and Paste to Gather Images and Text

Activity 8.2 Pasting Information from the Clipboard Task Pane

Objective 2 Create and Format Columns

Activity 8.3 Changing One Column Text to Two Columns

Activity 8.4 Formatting Multiple Columns

Activity 8.5 Inserting a Column Break

Activity 8.6 Adding Graphics to Columns

Objective 3 Use Special Character and Paragraph Formatting

Activity 8.7 Using Small Caps and Changing Font Color

Activity 8.8 Adding a Border and Shading to a Paragraph

Objective 4 Create Mailing Labels Using Mail Merge

Activity 8.9 Opening the Mail Merge Wizard Template

Activity 8.10 Completing the Mail Merge Wizard

Activity 8.11 Previewing and Printing the Mail Merge Document

PROJECT 8B Create and Preview a Web Page

Objective 5 Insert Hyperlinks

Activity 8.12 Inserting Text Hyperlinks

Activity 8.13 Adding a Hyperlink to a Graphic

Activity 8.14 Testing and Modifying Hyperlinks

Objective 6 Insert a SmartArt Graphic

Activity 8.15 Inserting a SmartArt Graphic

Activity 8.16 Adding Text to a SmartArt Graphic

Objective 7 Preview and Save a Document as a Web Page

Activity 8.17 Previewing a Document as a Web Page

Activity 8.18 Saving a Document as a Web Page

Excel 2007

Chapter 9 Creating a Worksheet and Charting Data

PROJECT 9A Create a Worksheet and Chart Data

Objective 1 Create, Save, and Navigate an Excel Workbook

Activity 9.1 Starting Excel and Naming and Saving a Workbook

Activity 9.2 Navigating a Worksheet and a Workbook

Activity 9.3 Selecting Parts of a Worksheet

Objective 2 Enter and Edit Data in a Worksheet

Activity 9.4 Entering Text, Using AutoComplete, Filling a Series with Auto Fill, and Using Spelling Checker and Undo to Correct Typing Errors

Activity 9.5 Aligning Text and Adjusting the Size of Columns and Rows

Activity 9.6 Entering Numbers

Activity 9.7 Inserting and Deleting Rows and Columns, and Using the Insert Options Button

Objective 3 Construct and Copy Formulas, Use the Sum Function, and Edit Cells

Activity 9.8 Constructing a Formula, Using the Sum Function, and Editing Numbers in Cells

Activity 9.9 Copying a Formula by Using the Fill Handle

Objective 4 Format Data, Cells, and Worksheets

Activity 9.10 Formatting Financial Numbers, Using Column AutoFit, and Using Format Painter

Activity 9.11 Formatting Text and Using Merge and Center

Objective 5 Close and Reopen a Workbook

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- Activity 9.12 Closing and Reopening an Existing Workbook
- Objective 6 Chart Data
 - Activity 9.13 Charting Data
- Objective 7 Use Page Layout View, Prepare a Worksheet for Printing, and Close Excel
 - Activity 9.14 Changing Views, Creating a Footer, and Using Print Preview
 - Activity 9.15 Deleting Unused Sheets in a Workbook
 - Activity 9.16 Printing a Worksheet
 - Activity 9.17 Displaying, Printing, and Hiding Formulas

PROJECT 9B Perform Calculations and Make Comparisons by Using a Pie Chart

- Objective 8 Design a Worksheet
 - Activity 9.18 Setting Column Widths and Creating Row and Column Titles
 - Activity 9.19 Entering Data by Range
- Objective 9 Construct Formulas for Mathematical Operations
 - Activity 9.20 Using Arithmetic Operators
 - Activity 9.21 Copying Formulas Containing Absolute Cell References
- Objective 10 Format Percentages and Move Formulas
 - Activity 9.22 Formatting Cells with the Percent Style Button
 - Activity 9.23 Inserting Rows in a Worksheet Containing Formulas and Wrapping Text in a Cell
- Objective 11 Create a Pie Chart and a Chart Sheet
 - Activity 9.24 Creating a Pie Chart and a Chart Sheet
- Objective 12 Use the Excel Help System
 - Activity 9.25 Using the Excel Help System

Chapter 10 Managing Workbooks and Analyzing Data

PROJECT 10A Create a Summary Sheet from Multiple Worksheets

- Objective 1 Create and Save a Workbook from an Existing Workbook
 - Activity 10.1 Creating and Saving a Workbook from an Existing Workbook
- Objective 2 Navigate a Workbook and Rename Worksheets
 - Activity 10.2 Navigating Among Worksheets, Renaming Worksheets, and Changing the Tab Color of a Worksheet
- Objective 3 Enter Dates, Clear Contents, and Clear Formats
 - Activity 10.3 Entering and Formatting Dates
 - Activity 10.4 Clearing Cell Contents and Formats
- Objective 4 Move, Copy, and Paste Cell Contents
 - Activity 10.5 Copying, Pasting, and Moving Cell Contents
- Objective 5 Edit and Format Multiple Worksheets at the Same Time
 - Activity 10.6 Wrapping Text in a Cell in Several Worksheets at the Same Time
 - Activity 10.7 Entering Data and Constructing Formulas on Multiple Worksheets
- Objective 6 Create a Summary Sheet
 - Activity 10.8 Constructing Formulas that Refer to Cells in Another Worksheet
- Objective 7 Format and Print Multiple Worksheets in a Workbook
 - Activity 10.9 Moving and Formatting Worksheets in a Workbook
 - Activity 10.10 Printing All the Worksheets in a Workbook

PROJECT 10B Make Projections Using What-If Analysis

- Objective 8 Design a Worksheet for What-If Analysis
 - Activity 10.11 Using Parentheses in a Formula
 - Activity 10.12 Formatting as You Type
 - Activity 10.13 Calculating a Value After an Increase
- Objective 9 Perform What-If Analysis
 - Activity 10.14 Performing What-If Analysis and Using Paste Special
- Objective 10 Compare Data with a Line Chart
 - Activity 10.15 Creating a Line Chart

Chapter 11 Using Functions and Tables

PROJECT 11A Track Inventory by Using Math, Logical, and Statistical Functions and by Creating an Excel Table

- Objective 1 Use SUM, AVERAGE, MEDIAN, MIN, and MAX Functions
 - Activity 11.1 Using the SUM, AVERAGE, and MEDIAN Functions
 - Activity 11.2 Using the MIN and MAX Functions
 - Activity 11.3 Moving Data, Adding Borders, and Rotating Text
- Objective 2 Use COUNTIF and IF Functions, and Apply Conditional Formatting
 - Activity 11.4 Using the COUNTIF Function
 - Activity 11.5 Using the IF Function and Applying Conditional Formatting
 - Activity 11.6 Applying Conditional Formatting Using Custom Formats and Data Bars
 - Activity 11.7 Using Find and Replace
- Objective 3 Use a Date Function
 - Activity 11.8 Using the NOW Function
- Objective 4 Freeze Panes and Create an Excel Table
 - Activity 11.9 Freezing and Unfreezing Panes
 - Activity 11.10 Sorting and Filtering in an Excel Table
 - Activity 11.11 Inserting a Second Table in a Worksheet
 - Activity 11.12 Converting a Table to a Range of Data
- Objective 5 Format and Print a Large Worksheet
 - Activity 11.13 Printing Large Worksheets

PROJECT 11B Make Financial Decisions by Using Financial Functions and What-If Analysis

- Objective 6 Use Financial Functions
 - Activity 11.14 Designing a Loan Worksheet
 - Activity 11.15 Inserting the PMT Financial Function
- Objective 7 Use Goal Seek
 - Activity 11.16 Using Goal Seek to Produce the Desired Result
 - Activity 11.17 Using Goal Seek to Find an Increased Period
- Objective 8 Create a Data Table
 - Activity 11.18 Designing a Two-Variable Data Table
 - Activity 11.19 Using a Data Table to Calculate Options

Access 2007

Chapter 12 Getting Started with Access Databases and Tables

PROJECT 12A Create a New Blank Database

- Objective 1 Start Access and Create a New Blank Database
 - Activity 12.1 Starting Access, Creating and Naming a Folder, and Creating a Database from a New Blank Database
- Objective 2 Add Records to a Table
 - Activity 12.2 Adding Records to a Table
- Objective 3 Rename Table Fields in Datasheet View
 - Activity 12.3 Renaming the Fields In a Table in Datasheet View
 - Activity 12.4 Changing the Data Type of a Field in Datasheet View
- Objective 4 Modify the Design of a Table
 - Activity 12.5 Deleting a Field in Design View
 - Activity 12.6 Modifying a Field Size and Description in Design View
 - Activity 12.7 Setting a Primary Key and Saving a Table
- Objective 5 Add a Second Table to a Database
 - Activity 12.8 Adding a Second Table to a Database
 - Activity 12.9 Adding Records to a Second Table
- Objective 6 Print a Table
 - Activity 12.10 Adjusting Column Widths and Printing a Table

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Objective 7 Create and Use a Query

Activity 12.11 Using the Simple Query Wizard to Create a Query

Objective 8 Create and Use a Form

Activity 12.12 Creating a Form

Objective 9 Create and Print a Report

Activity 12.13 Creating and Printing a Report

Objective 10 Close and Save a Database

Activity 12.14 Closing and Saving a Database

PROJECT 12B Create a Database from a Template

Objective 11 Create a Database Using a Template

Activity 12.15 Creating a New Database Using a Template

Activity 12.16 Building a Table by Entering Records in a Multiple Items Form

Objective 12 Organize Database Objects in the Navigation Pane

Activity 12.17 Organizing Database Objects in the Navigation Pane

Objective 13 Create a New Table in a Database Created with a Template

Activity 12.18 Creating a New Table and Changing Its Design

Objective 14 View a Report and Print a Table in a Database Created with a Template

Activity 12.19 Viewing a Report

Activity 12.20 Printing a Table

Objective 15 Use the Access Help System

Activity 12.21 Using the Access Help System

Chapter 13 Sort and Query a Database

PROJECT 13A Sort and Query a Database

Objective 1 Open an Existing Database

Activity 13.1 Renaming and Opening an Existing Database

Activity 13.2 Opening an Existing Database and Resolving Security Alerts

Objective 2 Create Table Relationships

Activity 13.3 Creating Table Relationships and Enforcing Referential Integrity

Activity 13.4 Printing a Relationship Report

Objective 3 Sort Records in a Table

Activity 13.5 Sorting Records in a Table in Ascending or Descending Order

Activity 13.6 Sorting Records in a Table on Multiple Fields

Objective 4 Create a Query in Design View

Activity 13.7 Creating a New Select Query in Design View

Activity 13.8 Running, Saving, Printing, and Closing a Query

Objective 5 Create a New Query from an Existing Query

Activity 13.9 Creating a New Query From an Existing Query

Objective 6 Sort Query Results

Activity 13.10 Sorting Query Results

Objective 7 Specify Criteria in a Query

Activity 13.11 Specifying Text Criteria in a Query

Activity 13.12 Specifying Criteria Using a Field Not Displayed in the Query Result

Activity 13.13 Using Is Null Criteria to Find Empty Fields

PROJECT 13B Create a Database Table from an Excel Spreadsheet and Create Complex Queries

Objective 8 Create a New Table by Importing an Excel Spreadsheet

Activity 13.14 Opening an Existing Database and Preparing to Import an Excel Spreadsheet

Activity 13.15 Creating a New Table by Importing an Excel Spreadsheet

Objective 9 Specify Numeric Criteria in a Query

Activity 13.16 Specifying Numeric Criteria in a Query

Activity 13.17 Using Comparison Operators

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- Activity 13.18 Using the Between. . . And Comparison Operator
- Objective 10 Use Compound Criteria
 - Activity 13.19 Using AND Criteria in a Query
 - Activity 13.20 Using OR Criteria in a Query
- Objective 11 Create a Query Based on More Than One Table
 - Activity 13.21 Creating a Query Based on More Than One Table
- Objective 12 Use Wildcards in a Query
 - Activity 13.22 Using a Wildcard in a Query
- Objective 13 Use Calculated Fields in a Query
 - Activity 13.23 Using Calculated Fields in a Query
- Objective 14 Group Data and Calculate Statistics in a Query
 - Activity 13.24 Using the MIN, MAX, AVG and SUM Functions in a Query
 - Activity 13.25 Grouping Data in a Query

Chapter 14 Forms, Filters, and Reports

- PROJECT 14A Create Forms to Enter and Display Data in a Database
 - Objective 1 Create a Form
 - Activity 14.1 Creating a Form
 - Objective 2 Use a Form to Add and Delete Records
 - Activity 14.2 Adding Records to a Table by Using a Form
 - Activity 14.3 Deleting Records from a Table by Using a Form
 - Activity 14.4 Printing a Form
 - Objective 3 Create a Form by Using the Form Wizard
 - Activity 14.5 Creating a Form Using the Form Wizard
 - Objective 4 Modify a Form in Design View and in Layout View
 - Activity 14.6 Modifying a Form in Design View
 - Activity 14.7 Adding, Resizing, and Moving Controls in Layout View
 - Activity 14.8 Formatting and Aligning Controls in Layout View
 - Objective 5 Filter Records
 - Activity 14.9 Filtering Data by Selection on One Field
 - Activity 14.10 Using Filter by Form
- PROJECT 14B Create Reports to Display Database Information
 - Objective 6 Create a Report by Using the Report Tool
 - Activity 14.11 Creating and Modifying a Report by Using the Report Tool and Layout View
 - Objective 7 Create a Report by Using the Blank Report Tool
 - Activity 14.12 Creating a Report by Using the Blank Report Tool
 - Objective 8 Create a Report by Using the Report Wizard
 - Activity 14.13 Creating a Report by Using the Report Wizard
 - Objective 9 Modify the Design of a Report
 - Activity 14.14 Modifying a Report in Layout View
 - Activity 14.15 Modifying a Report in Design View
 - Objective 10 Print a Report and Keep Data Together
 - Activity 14.16 Keeping Data Together and Printing a Report

PowerPoint 2007

Chapter 15 Getting Started with Microsoft PowerPoint 2007

- PROJECT 15A Open, Edit, Save, and Print a Presentation
 - Objective 1 Open, View, and Save a Presentation
 - Activity 15.1 Starting PowerPoint and Identifying Parts of the PowerPoint Window
 - Activity 15.2 Opening a Presentation
 - Activity 15.3 Viewing a Slide Show

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- Activity 15.4 Creating Folders and Saving a Presentation
- Objective 2 Edit a Presentation
 - Activity 15.5 Editing Slide Text
 - Activity 15.6 Inserting a New Slide
 - Activity 15.7 Increasing and Decreasing List Levels
 - Activity 15.8 Checking Spelling
 - Activity 15.9 Editing Text by Using the Thesaurus
 - Activity 15.10 Adding Speaker's Notes to a Presentation
- Objective 3 Format a Presentation
 - Activity 15.11 Changing Font and Font Size
 - Activity 15.12 Applying Font Styles
 - Activity 15.13 Aligning Text and Changing Line Spacing
 - Activity 15.14 Modifying Slide Layout
 - Activity 15.15 Changing the Presentation Theme
- Objective 4 Create Headers and Footers and Print a Presentation
 - Activity 15.16 Creating Headers and Footers
 - Activity 15.17 Previewing and Printing a Presentation and Closing PowerPoint

PROJECT 15B Create and Format a Presentation

- Objective 5 Create a New Presentation
 - Activity 15.18 Starting a New Presentation
 - Activity 15.19 Inserting Slides from an Existing Presentation
- Objective 6 Use Slide Sorter View
 - Activity 15.20 Selecting and Deleting Slides
 - Activity 15.21 Moving Slides
- Objective 7 Add Pictures to a Presentation
 - Activity 15.22 Inserting Clip Art
 - Activity 15.23 Moving and Sizing Images
 - Activity 15.24 Applying a Style to a Picture
- Objective 8 Use the Microsoft Help System
 - Activity 15.25 Accessing PowerPoint Help

Chapter 16 Designing a PowerPoint Presentation

PROJECT 16A Format a Presentation

- Objective 1 Format Slide Elements
 - Activity 16.1 Selecting Placeholder Text and Using the Repeat Key
 - Activity 16.2 Changing a Bulleted List to a Numbered List
 - Activity 16.3 Modifying the Bulleted List Style
 - Activity 16.4 Applying WordArt Styles to Text
 - Activity 16.5 Using Format Painter
- Objective 2 Insert and Format Pictures and Shapes
 - Activity 16.6 Inserting a Picture Using a Content Layout
 - Activity 16.7 Changing the Size and Shape of a Picture
 - Activity 16.8 Inserting and Positioning a Text Box
 - Activity 16.9 Inserting, Sizing, and Positioning Shapes
 - Activity 16.10 Adding Text to Shapes
 - Activity 16.11 Applying Shape and Picture Styles
 - Activity 16.12 Duplicating and Aligning Objects
- Objective 3 Apply Slide Transitions
 - Activity 16.13 Applying Slide Transitions to a Presentation

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PROJECT 16B Enhance a Presentation with SmartArt Graphics

Objective 4 Reorganize Presentation Text and Clear Formats

Activity 16.14 Moving and Copying Text

Activity 16.15 Copying Multiple Selections by Using the Office Clipboard

Activity 16.16 Undoing and Redoing Changes

Activity 16.17 Clearing Formatting from a Selection

Objective 5 Create and Format a SmartArt Graphic

Activity 16.18 Creating a SmartArt Diagram by Using a Content Layout

Activity 16.19 Adding and Removing Shapes in a Diagram

Activity 16.20 Changing the Diagram Type and Size

Activity 16.21 Creating a SmartArt Diagram from Bullet Points

Activity 16.22 Changing the Color and Style of a Diagram

Chapter 17 Enhancing a Presentation with Animation, Tables, and Charts

PROJECT 17A Customize a Presentation

Objective 1 Customize Slide Backgrounds and Themes

Activity 17.1 Applying a Background Style

Activity 17.2 Hiding Background Graphics

Activity 17.3 Formatting a Slide Background with a Picture

Activity 17.4 Applying a Background Fill Color and Resetting a Slide Background

Activity 17.5 Modifying Font Themes

Objective 2 Animate a Slide Show

Activity 17.6 Applying Entrance Effects

Activity 17.7 Setting Effect and Timing Options

Activity 17.8 Applying Animation to a SmartArt Graphic

PROJECT 17B Present Data with Tables and Charts

Objective 3 Create and Modify Tables

Activity 17.9 Creating a Table

Activity 17.10 Modifying the Layout of a Table

Activity 17.11 Modifying a Table Design

Objective 4 Create and Modify Charts

Activity 17.12 Creating a Column Chart and Applying a Chart Style

Activity 17.13 Deleting Chart Data and Changing the Chart Type

Activity 17.14 Animating a Chart