

Introduction to Computer Applications

Course description:

This course introduces students to application skills of word processing, spreadsheets, presentation and web page development. Through hands-on project work students will be required to demonstrate use of the computer to manage files, run applications, research via the Internet and utilize various computer applications.

The course is structured around a group project on the development of a fictitious web design company. By utilizing course application skills, students will develop a business plan proposal for the purpose of presenting it to potential investors. At the conclusion of the course students will present a PowerPoint presentation of their plan along with printed material from their other course work related to the project.

Course objectives:

- Computer Hardware & Operations
 - Identify & describe the major components of a computer system
 - Demonstrate powering on a computer and controlling various components and their associated settings.
 - Practice use of the operating system interface.
- File management
 - Explain how files are organized within a computer system
 - Create a multi-level file directory structure
 - Rename, copy, move, delete files on a computer
- Applications
 - General
 - Explain two or more methods for starting an application.
 - Create associated documents and add appropriate content to them.
 - Open, modify, save and print associated documents.
 - Word processing
 - Demonstrate use of formatting character and paragraph settings.
 - Explain the various view options and their use.
 - Utilize headers and footers within a document.
 - Construct a table within a document.
 - Demonstrate the use of inserting graphics and special symbols.
 - Create special affects through word art.
 - Spreadsheet

- Describe and explain the concept of a cell and cell references within a spreadsheet.
 - Demonstrate appropriate use of various cell formatting options.
 - Construct a worksheet that relates several cell values through the use of excel functions.
 - Display a chart based on data contained on a worksheet.
- Presentation
 - Create a multiple slide presentation.
 - Reorganize slide sequence within a presentation.
 - Animate slide content and transitions.
 - Present a slide show presentation.
 - Explain and demonstrate the use of various print and viewing formats of a presentation.
 - Insert content into a presentation from another application or file.

Pre-requisite skills

Students taking this course must possess basic keyboarding skills and basic familiarity with computers. Course is intended for motivated middle school students or higher.