

Objectives for Computer Applications Exam using Microsoft Office 2007

Microsoft Word

1. Start Word.
2. Key text into a document.
3. Perform basic text editing.
4. Name and save a document.
5. Print a document.
6. Close a document and exit Word.
7. Open an existing document.
8. Select text.
9. Save a revised document.
10. Apply basic character formatting.
11. Change font types and font sizes.
12. Change line and paragraph spacing.
13. Set paragraph indents.
14. Create bulleted and numbered lists.
15. Check spelling.
16. Find and replace text.
17. Move text.
18. Change margins.
19. Use soft and hard page breaks.
20. Add page numbers.
21. Add headers and footers.
22. Create a table.
23. Key and edit text in tables.
24. Select cells, rows, and columns.
25. Format tables and cell contents.
26. Create multiple-column layouts.
27. Insert Clip Art.
28. Move and format clip art.
29. Create WordArt.

Microsoft Excel

1. Start Excel
2. Navigate in a workbook.
3. Edit a worksheet.
4. Print Excel files.
5. Enter labels.
6. Change the font.
7. Select cell ranges.
8. Modify column width and row height.
9. Enter values and dates.
10. Save a workbook.
11. Enter basic formulas.
12. Insert worksheets
13. Insert cells
14. Copy and paste cell contents.
15. Work with Columns and rows.
16. Work with cell alignment.
17. Use Merge and Center.
18. Apply borders and shading.
19. Build addition and subtraction formulas.
20. Build multiplication and division formulas.
21. Refine format and print options.
22. Use the ROUND function.
23. Use the AVERAGE function
24. Preview and print charts.
25. Edit chart objects.
26. Create charts.
27. Edit chart data.

Microsoft Access

1. Create a new database.
2. Edit field properties.
3. Work with tables.
4. Add and delete records.
5. Edit data in tables.
6. Sort records.
7. Create a report by using a wizard.
8. Work with controls in a report.
9. Copy existing database
10. Insert and Delete Fields
11. Use Filters
12. Print a Table
13. Build a Query
14. Print Query
15. Print a Form