

Calhoon MEBA Engineering School

Computer Applications

LECTURE TOPIC OUTLINE

Day	Title of Topic
1	School Orientation Course Orientation Introduction to Word 2000 Word Basics Editing Word Documents Managing Word Tables
2	Using Word proofing tools Word Web features Word Headers and Footers Word Linking and Embedding
3	Final Word Project Word Quiz Introduction to Excel Working with Spreadsheets Using functions in a Spreadsheet Formatting Excel Spreadsheets
4	Creating Excel Charts Large Spreadsheets Advanced Spreadsheet Formatting Templates, Sorting and Filtering
5	Final Excel Project Excel Quiz Database Concepts Introduction to Access Creating a Database
6	Fields and Records Querying Tables Forms and Reports Relational Databases

7	Database Design Access Final Project Access Quiz Overview of Graphics Visio Overview
8	Introduction to Visio Using/Grouping Shapes Diagrams Stencils Using Layers
9	Object Linking and Embedding Working with Linked data Visio Final Project Visio Quiz
10	Finish Projects Evaluations Graduation