

# Module Documentation



**INFO06040**

Computer Applications

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# INFO06040

## Computer Applications

Short Title	Computer Applications		
Full Title	Computer Applications		
Attendance	N/A	Discipline	482 COMPUTER USE (INFO TECH)
Coordinator	Clare OGrady	Department	Business
Co Author(s)	Tony Duggan		
Official Code	INFO06040	NFQ Level	06
		ECTS Credit	05

### Module Description

The aim of this course is to provide the students with the skills to produce Word documents which incorporate text, graphics and appropriate formatting in a business context, and to use formulae, common functions, formatting, sorting, filtering and charts in Excel to produce spreadsheets applicable to the business environment.

### Learning Outcomes

*On completion of this module the learner will/should be able to*

1. Demonstrate the ability to use MS Word, MS Excel and MS Powerpoint in a way that is aligned to how the software is applied in the business environment.
2. Create, design, and produce professional documents, including business letters and reports, using word processing software.
3. Demonstrate the mechanics and uses of Word tables as a tool for organising text, graphics and data.
4. Build and enhance business documents with the use of templates and illustrations.
5. Create and design a spreadsheet.
6. Demonstrate the basic mechanics and navigation, of an Excel spreadsheet
7. Organise, format and display large amounts of complex business data.
8. Build a business relevant spreadsheet and demonstrate formatting techniques, presentation styles, the use of basic functions and formulas.
9. Create, design and present a powerpoint presentation

### Teaching and Learning Strategies

This module will be delivered in practical computer laboratory sessions

### Assessment Strategies

100% Continuous Assessment; 40% Word, 40% Excel, 20% Powerpoint

**Repeat Assessment Procedures**

2 hour repeat practical exam.

**Assessment Facilities**

Computer Labs

**Module Dependencies****Prerequisite Modules**

None

**Corequisite Modules**

None

**Incompatible Modules**

None

**Indicative Syllabus****Windows Environment and File Management**

Understanding and Customising the Windows Environment

Control Panel

Menus and Icons

File Management - Windows Explorer

**MS Word****Creating new document**

Using templates

Not using templates

**Format a document**

Modifying page setup

Changing themes

Simple headers and footers

Inserting page numbers

**Viewing**

Changing views

Zoom

Using show/hide

### **Print / Save**

Configuring document for print

Saving (save as)

Print scaling

### **Formatting Text and Paragraph**

Adding text

Find & replacing text

Copying / pasting

Remove blank paragraphs

Changing font attributes

Using find replace to format

Format painter

Paragraph spacing

Line spacing

Clear formatting

Indentation

Alignment

Adding styles to text

Wordart

### **Tabs**

Setting tabs

Leader tabs

Creating list using tabs

### **Tables**

Using quick tables

Adding rows & columns

Sorting tables

Table borders

Table shading

Merging cells

Table dimensions

## **Lists**

Creating a bullet list

Create a numbered list

Custom Bullet

List indentation

Modifying numbering

## **Objects**

Insert quick parts

Inset textboxes

Insert shapes

Text wrapping

Object positioning

## **Applying References**

Modifying styles

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## **EXCEL**

### **General Spreadsheet Knowledge and Skills**

Use rows columns, cells, cell ranges, headers, footers, cell comments, cell names, paste special, conditional formatting, and multiple worksheets.

Plan and organise data.

Format, edit, copy, delete, transpose, sort, and filter data.

Hide and unhide columns, rows, worksheets, and workbooks.

Wrap text; freeze panes; split windows.

Protect cells, worksheets, and workbooks.

Recognise formula errors.

Create, edit and use templates and styles.

Import external data.

Link between cells, worksheets, and Word documents.

Display spreadsheet data; prepare for output; set print area.

## **References**

- Relative; absolute; mixed cell.

## **Formulas and Functions**

### **Mathematical and statistical**

SUM; SUMIF; MAX; MIN; AVERAGE; COUNT.

### **Date and Time**

NOW; TODAY; DATE; TIME.

### **Text**

LOWER; UPPER; PROPER; RIGHT; LEFT; TRIM; CONCATENATE.

### **Database**

DSUM; COUNTA; COUNTIF; DCOUNT; DMAX; DMIN.

### **Logical**

Logical IFs; nested IFs; AND; OR.

### **Reference**

VLOOKUP; HLOOKUP.

## Charts

Bar; column; pie.

## POWERPOINT

Creating presentations with PowerPoint

Formatting and organizing PowerPoint slides

Working with graphics, tables and charts

Integrating with Microsoft Office files

### CourseWork / Assessment Breakdown

CourseWork / Continuous Assessment	100 %
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### Coursework Assessment Breakdown

Description	Outcome Assessed	% of Total	Assessment Week
Word	1,2,3,4	40	TBA
Excel	1,5,6,7,8	40	TBA
Powerpoint	1,9	20	TBA

### End Exam Assessment Breakdown

Description	Outcome Assessed	% of Total	Assessment Week
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### ACCS Mode Workload

Type	Location	Description	Hours	Frequency	Avg Wkly Wrkld
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Total Average Weekly Learner Workload 0.00 Hours

### Open Learning Mode Workload

Type	Location	Description	Hours	Frequency	Avg Wkly Wrkld
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Total Average Weekly Learner Workload 0.00 Hours

## Distance Learning Mode Workload

Type	Location	Description	Hours	Frequency	Avg Wkly Wrkld
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Total Average Weekly Learner Workload 0.00 Hours

## Part Time Mode Workload

Type	Location	Description	Hours	Frequency	Avg Wkly Wrkld
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Total Average Weekly Learner Workload 0.00 Hours

## Full Time Mode Workload

Type	Location	Description	Hours	Frequency	Avg Wkly Wrkld
Laboratory Practical	Computer Laboratory	Lecture	3	Weekly	3.00

Total Average Weekly Learner Workload 3.00 Hours

## Online Learning Mode Workload

Type	Location	Description	Hours	Frequency	Avg Wkly Wrkld
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Total Average Weekly Learner Workload 0.00 Hours

## Module Resources

## Module Book Resources

None

## Module Alternate Book Resources

None

## Module Other Resources

None

## Module URLs

<http://www.microsoft.com/learning/en-us/default.aspx>

## Additional Information

None

## ISBN BookList

## Book Details



Microsoft Official Academic Course 2013 <i>Exam 77-420 Microsoft Excel 2013 (Microsoft Official Academic Course Series)</i> Wiley ISBN-10 0470133082 ISBN-13 9780470133088
Microsoft Official Academic Course 2013 <i>Exam 77-418 Microsoft Word 2013 (Microsoft Official Academic Course Series)</i> Wiley ISBN-10 0470133074 ISBN-13 9780470133071
S. Amus O'Neill 2007 <i>Essential Computer Applications</i> Gill & Macmillan Ltd ISBN-10 0717142647 ISBN-13 9780717142644
John Roche <i>Step by Step Computer Applications</i> ISBN-10 0717145603 ISBN-13 9780717145607
Alan Dillon 2010 <i>Step by Step Spreadsheets</i> Gill & Macmillan Ltd ISBN-10 0717147460 ISBN-13 9780717147465
Geoffrey Foy 2014 <i>Text Production with Microsoft Word 2013</i> Gill & Macmillan Ltd ISBN-10 0717156346 ISBN-13 9780717156344

### Approval Information

School Approval by Carmel Brennan on 27-03-2015

Academic Council on 01-04-2015

### Programme Membership

Code	Intake Year	Programme Title
GA_BBISG_H08	201500	Bachelor of Science (Honours) in Business Information Systems
GA_BBUAG_H08	201500	Bachelor of Business (Honours)
GA_BBUSG_B07	201500	Bachelor of Business
GA_BBUSI_C06	201500	Higher Certificate in Business
GA_BMASG_B07	201500	Bachelor of Business in Marketing and Sales
GA_BFING_H08	201500	Bachelor of Business (Honours) in Finance and Economics
GA_BWITH_H08	201500	Bachelor of Business (Honours) with a European Language
GA_BRURA_H08	201500	Bachelor of Business (Honours) in Rural Enterprise and Agri-business
GA_BBENG_B07	201500	Bachelor of Business with Entrepreneurship
GA_BFING_B07	201500	Bachelor of Business in Finance
GA_BMASG_H08	201500	Bachelor of Business (Honours) in Marketing and Sales
GA_BRURA_B07	201500	Bachelor of Business in Rural Enterprise and Agri-business
GA_BRURA_C06	201500	Higher Certificate in Business in Rural Enterprise and Agri-business
GA_BHUMA_B07	201500	Bachelor of Business in Human Resources
GA_BWITH_B07	201500	Bachelor of Business with a European Language

GA_BHUMA_H08	201500	Bachelor of Business (Honours) in Human Resources
GA_BBISG_B07	201500	Bachelor of Science in Business Information Systems
GA_BBENG_H08	201500	Bachelor of Business (Honours) with Entrepreneurship
GA_BRUAG_H08	201500	Bachelor of Business (Honours) in Rural Enterprise and Agri-Business
GA_BRUAG_B07	201500	Bachelor of Business in Rural Enterprise and Agri-Business
GA_BAGRI_C06	201500	Higher Certificate in Business in Agriculture
GA_SAGAG_H08	201600	Bachelor of Science (Honours) in Agriculture and Environmental Management
GA_SAGRG_B07	201500	Bachelor of Science in Agriculture and Environmental Management
GA_SAGRI_C06	201500	Certificate in Agriculture
GA_SAGAG_H08	201600	Bachelor of Science (Honours) in Agriculture and Environmental Management