**CIS 125 Introduction to Software Applications**

**Proficiency Skills Checklist**

Word 2016

* Work with sections, create templates, use styles, and customize them.
* Create and format complex tables, and manage table data.
* Create Mail Merges, sort and filter them.
* Customize Toolbars.
* Insert graphic elements.
* Run and record Macros.
* Create a Web Page based on a template and add hyperlinks.
* Work with advanced styles and AutoFormat features, linking styles.
* Use graphic effects such as dropped capital letters and clip art, insert WordArt, and draw in a document.
* Work with very large documents that require a table of contents, footnotes, endnotes, and cross-references.
* Manage and track document changes, using highlights and comments.
* Insert multimedia elements in a Web Page.
* Manage Macro commands, create dialogue boxes, and understand the notions of Visual Basic Application programming.

Excel 2016

* Create, modify, and format charts.
* Use graphic objects to enhance worksheets and charts.
* Filter data and manage a filtered list.
* Perform multiple-level sorting, use sorting options, and design considerations.
* Use mathematical, logical, statistical, and financial functions.
* Group and dissociate data and perform interactive analysis.
* Create and modify some Macro commands.
* Customize the work area.
* Use advanced functions (Names, VLOOKUP, IF).
* Work with Pivot Tables.
* Use spreadsheet Web components.
* Manage Macro commands: concepts, planning, operations, execution, modification, interruption.
* Use personalized toolbars.
* Perform some programming in VBA

Access2016

* Define Database, Table, Record and Field
* Understand why Data Integrity is important
* Difference between Databases and Database Management Systems
* Use Microsoft Access Views
* Add, Update and Delete Records
* Use the Data Sheet and Form views
* Search for a Record
* Open and Save databases
* Create a Table
  + Create an empty database
  + Create a Table
  + Use the Data Sheet View
  + Describe Data Types and Primary Keys
* Create a Form
  + Create a blank form
  + Add fields to a form
  + Arrange controls on a form
  + Show and Hide the Navigation Pane
* Searching and Filtering
* Sort tables in Ascending and Descending Order
* Filter Tables and Reset filters
* Search for records in a table
* Queries and Relationships
* Understand table relationships
* Understand Primary and Foreign keys
* Create a relationship between tables
* Create a query using Query Wizard
* Filer query results
* Reports
* Create a summary query
* Create a report, using the report wizard
* Print preview
* Format reports
* Understand table relationships.
* Share data with Excel.
* Establish table relationships.
* Intro to SQL