



**Introduction to Information Technology**  
**52:623:201:02 In-person**  
**2:00-3:20 pm Tuesday & Thursday CCC-NCR**  
**Spring 2025**

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Professor: **Dr. Emmanuel Peters**

Office: BSB 423

Email (Preferred): ep740@camden.rutgers.edu

Office Phone: (856) 225-6841

Zoom Office Hours: Tues 7-8 pm and Thu 4-5:30 pm and by appointment

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In the modern economy, no business manager can perform well without a good understanding of information technology and its role in supporting business goals and transforming organizations. This course is designed to enable students to not only learn information technology concepts but also to apply them.

**COURSE/LEARNING OBJECTIVES**

With the successful completion of this course, students will be empowered to:

- demonstrate understanding of PC operating systems, specifically Windows 10, to manage files, folders, and software applications;
- navigate the Microsoft Office 2019 suite of applications;
- produce professional word processing documents, including letters, memos, résumés, and research papers;
- use advanced word processing features such as styles, tables, and mail merges;
- manage, analyze, and format data with spreadsheets, utilizing cell ranges, formulas, functions, charts, and what-if tools;
- explain the uses of relations database systems and demonstrate ability to sort and query a database, plus generate reports; and
- promote ideas with powerful slideshow presentations.

**PROGRAM LEARNING GOALS**

- Critical Thinking and Analytical Decision Making
- Technology Fluency /IT Literacy

**INSTRUCTIONAL MATERIALS**


**Required Resources**

**Software: Microsoft Office 2019** (Word, PowerPoint, Excel, Access)

This software is available for free for Rutgers University students:

<https://it.rutgers.edu/microsoft-office/microsoft-office-for-students>

## COURSE MATERIALS:

 <p><b>Do <u>NOT</u> purchase the materials through Amazon or any other online store. They should be purchased only directly from Cengage.</b></p> <p><b>Also, when registering for this class in MindTap, please use your <u>Rutgers email address!</u> Do <u>NOT</u> use your personal email address.</b></p>	<h3>Shelly Cashman Series Microsoft Office 365 &amp; Office 2019 Introductory</h3> <p>There are two ways to obtain the instructional materials:</p> <ol style="list-style-type: none"><li>1. Please attend the 1<sup>st</sup> day of class and I will navigate you through the registration and purchase process. The 4-month access costs \$129.99. There is also a free temporary access for 14 days. After 14 days, you must complete the purchase.</li><li>2. You can also go to <a href="https://www.cengage.com">https://www.cengage.com</a>. Select “Students”; Click “Register and Buy” under “An Online Homework Platform”; Select MindTap, Select Canvas; Click “No” since the course materials are not included within your tuition costs. This will take you to a brief video “How to Register for MindTap in Canvas”, or simply scroll down and follow the instructions on how to register.</li></ol> <p>As a reference, the eTextbook. Student Copy ISBN is 9780357026229. Whether it says “Advanced” or “Introductory”, you will need to select Cengage Unlimited (4-month access) for \$129.99. This will give you access to the eTex and all the online assignments. If you want a rental hardcopy, it will cost an additional \$9.99.</p> <p><b>Note:</b> Good news is if you are taking another class where your instructor is also requiring a Cengage textbook, you will NOT need to pay for that textbook. Cengage Unlimited allows you full access to any of their instructional materials for no additional cost.</p>
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## ADDITIONAL REQUIRED MATERIAL

- Use of Flash Drive/Memory stick, or get free space at Google drive:  
<https://www.google.com/intl/en/drive/>
- Use of Microsoft Office 2019 software outside of class.

## OTHER

- Narrated lectures, PowerPoint slides, readings, and other posted material is available on the class Canvas site.

- This course will use various periodicals and websites (Wall Street Journal, Financial Times, Kaggle, etc) as a supplement.

### **How to succeed in this course:**

This is an online, asynchronous class. So, your success depends on keeping up with the materials and reaching out to the professor in a timely manner for any questions. From my end, I will strive to respond to your questions within 24-48 hours.

1. Purchase the required MindTap access and ensure that you have access to a laptop/computer with Microsoft Office 2019. Use a laptop vs using a mac as many Office functions and functionality needed for the class as not available on Mac version of Microsoft Office.
2. You will need read to assigned modules from the textbook and complete associated projects, watch lecture videos posted, read the accompanying PowerPoint slides and other materials for each week.
3. You should plan at least 3 hours for going through each textbook project. Additionally, expect 3 hours of assigned work per week.
4. Start assignments early and submit them on time. Use published calendar to keep track of due dates, exam dates, etc. I do not accept late work, unless you had a university approved reason. In that case, you will need to submit necessary documentation.
5. Consult/meet with the professor immediately when you need help.

### **CANVAS**

- All class materials such as the syllabus, resources, Power point slides, announcements, guides, etc will be posted to Canvas To access Canvas, go to <https://rutgers.instructure.com> or [canvas.rutgers.edu](https://canvas.rutgers.edu), log in, and click on the course tab.

### **PROFESSOR COMMUNICATION**

- All communications to students will be done using the Rutgers email address provided to you. Please forward your Rutgers email to your personal email if necessary.
- You can either email me at ep740@camden.rutgers.edu or via the Canvas tool.
- Note that during the week, from Monday until Friday, I will try reply to all e-mails within 24 hours. Please do not expect immediate response. (If you do not hear from me within 48 hours, please re-send your email as I may have overlooked or accidentally deleted your e-mail.)
- Although, I check my e-mails a few times daily, I may not be able to completely answer all e-mails immediately upon receiving them.
- When communicating to me by email, please ALWAYS identify yourself and the course!
- **Not checking your Rutgers email is not an excuse for missing any communications.**

### **ASSESSMENTS:**

**Assignments:** All homework assignments need to be submitted on time. Late assignments will not receive any credit. If you need help with any assignments, please email me or visit my online office hours.

**Exams:** The exams will be provided via Canvas. Students are reminded to adhere to the university's academic integrity policy. Any violations to academic integrity policy may result in

receiving a failure for the course. No makeup exams will be scheduled without prior notification and a physician's excuse.

**Class Participation:** It is expected that you will (1) visit Canvas homepage regularly every week and (2) complete discussion posts on Canvas.

- Lack of attendance will be reflected in the final grade.
- All assignments must be handed in on time; late work will receive reduced or no credit.
- If you find that you are having trouble completing course work or need further explanation of class topics, please schedule an appointment with me immediately.
- If you need this class for graduation, you should be sure that your performance is up to standard throughout the course. It is too late to wait until the last week of classes to ask for help.
- I'm available to meet throughout the entire semester if you need help.
- "Incompletes" will only be given through prior consultation, under extreme circumstances.

## GRADING

The assignment of final grades, the course requirements will be weighted approximately as follows:

Training Assignments .....	20%
End of Module Assignments.....	25%
Exams.....	40%
Regression Project .....	10%
Participation/Attendance.....	5%

## GRADING SCALE

Grades represent the level or quality of the student's performance in a course and are reported by instructors to the registrar at the end of the semester by the following symbols:

Grade	Definition	Numerical Equivalent	Score Equivalent
A	Outstanding	4.0	90-100%
B+		3.5	85-89%
B		3.0	80-84%
C+	Good	2.5	75-79%
C		2.0	70-74%
D		1.0	60-69%
F	Failing	0.0	Below 60%

**\*\*WEEKLY SCHEDULE WILL BE POSTED TO CANVAS\*\***

<b>Week No</b>	<b>Days</b>	<b>Topics*</b>	<b>Assignments</b>	<b>Learning Events</b>
1	1/21 & 1/23	Orienta- tion	Syllabus Review Set up MindTap Virtual Computer Lab (1/22) Getting Started Project (1/24)	Learning to use MindTap & Virtual Computer Lab
2	1/28 & 1/30	Excel	Excel Module 1 SAM Training (due 1/29) Excel Module 1 SAM Project 1 (due 1/31)	Creating a Worksheet and a Chart
3	2/4 & 2/6	Excel	Excel Module 2 SAM Training (due 1/5) Excel Module 2 SAM Project 1 (due 2/7)	Formulas, Functions, and Formatting
4	2/11 & 2/13	Excel	Excel Module 3 SAM Training (due 2/12) Excel Module 3 SAM Project 1 (due 2/14)	Working with Large Worksheets, Charting, and What-If Analysis
5	2/18 & 2/20	Excel/ Word	<b>Excel Exam (2/18)</b> Word Module 1 SAM Training (due 2/21) Word Module 1 SAM Project 1(due 2/21)	Creating and Modifying a Flyer
6	2/25 & 2/27	Word	Word Module 2 SAM Training (due 2/26) Word Module 2 SAM Project 1(due 2/26) Word Module 3 SAM Training (due 2/28) Word Module 3 SAM Project 1(due 2/28)	Creating a Research Pa- per Creating a Business Let- ter
7	3/4 & 3/6	Word/ Info Sys- tems	<b>Word Exam (3/4)</b> Machine Learning - Regression	Information Systems
8	3/11 & 3/13	Info Sys- tems	Machine Learning - Regression	Information Systems
9	3/18 & 3/20	Power- Point	Spring Break - No Class	

10	3/25 & 3/27	Power-Point	PowerPoint Module 1 SAM Training (due 3/26) PowerPoint Module 1 SAM Project 1(due 3/26) PowerPoint Module 2 SAM Training (due 3/27) PowerPoint Module 2 SAM Project 1(due 3/27)	Creating and Editing Presentations with Pictures Enhancing Presentations with Shapes and Smart-Art
11	4/1 & 4/3	Power-Point/ Emerging Technologies	PowerPoint Module 3 SAM Training (due 4/2) PowerPoint Module 3 SAM Project 1(due 4/4)	Inserting WordArt, Charts, and Tables
12	4/8 & 4/10	Emerging Technologies	<b>PowerPoint Exam (4/8)</b> Machine Learning - Regression Presentation	Building Regression Model for Prediction
13	4/15 & 4/17	Access	Access/Database Introduction Access Module 1 SAM Training (due 4/16) Access Module 1 SAM Project 1 (due 4/18)	Databases and Database Objects: An Introduction
14	4/22 & 4/24	Access	Access Module 2 SAM Training (due 4/23) Access Module 2 SAM Project 1 (due 4/24)	Querying a Database
15	4/29 & 5/1	Access	Access Module 3 SAM Training (due 4/30) Access Module 3 SAM Project 1 (due 5/2)	Maintaining a Database
16	TBD	Access	<b>Access Exam (TBD)</b>	
* Topics could be modified as needed.				

## **DIVERSITY STATEMENT**

This class strives to be an inclusive community, learning from the many perspectives that come from having differing backgrounds and beliefs. As a community, we aim to be respectful to all. We reject all forms of prejudice and discrimination, including but not limited to those based on age, color, disability, gender, gender identity, gender expression, national origin, political affiliation, race, religion, sexual orientation, and veteran status. Faculty and students are expected to commit to creating an environment that facilitates inquiry and self-expression, while also demonstrating diligence in understanding how others' viewpoints may be different from their own.

Our goal as a learning community is to create a safe environment that fosters open and honest dialogue. We are all expected to contribute to creating a respectful, welcoming, and inclusive environment. To this end, classroom discussions should always be conducted in a way that shows honor, respect, and dignity to all members of the class. Moreover, disagreements should be pursued without personal attack and aggression, and instead, should be handled with grace and care. This will allow for rigorous intellectual engagement and a deeper learning experience for all.

### **Key Spring 2025 Dates:**

Spring 2025 classes begin	Tuesday, January 21st
Last day to withdraw with a "W"	Monday, April 21st
Last day of classes	Monday, May 5th
Final Exam period	Thursday, May 8 <sup>th</sup> – Wednesday, May 14th

## **COMMUNICATION**

### **Rutgers email - USE YOUR RUTGERS EMAIL ADDRESS**

All communications to students will be done using the Rutgers email address provided to you. Please forward your Rutgers email to your personal email if necessary.

**Not checking your Rutgers email is not an excuse for missing any communications.**

### **Canvas**

Posted will be the syllabus, resources (articles and examples), Power Point slides, announcements, guides, etc. To access this system, go to <http://canvas.rutgers.edu> log in, and click on the course in the dashboard. You will need to visit Canvas often for updates, deadlines and materials.

### **Pronouns**

This course affirms people of all gender expressions and gender identities. Feel free to correct me on your preferred gender pronoun. If you have any questions or concerns, please do not hesitate to contact me.

### **Chosen Name (Preferred Name)**

If you have a chosen name or preferred name other than what is listed on the roster, kindly let me know. If you would like to have your name changed within the rosters officially, go to:

<https://deanofstudents.camden.rutgers.edu/chosen-name-application>

## **DISABILITY SERVICES/ACCOMMODATIONS**

The University is committed to supporting the learning of all students and faculty will provide

accommodations as indicated in a Letter of Accommodation issued by the Office of Disability Services (ODS). If you have already registered with ODS and have your letter of accommodations, please share this with me early in the course. If you have or think you have a disability (learning, sensory, physical, chronic health, mental health or attentional), please contact <https://success.camden.rutgers.edu/disability-services>.

Accommodations will be provided only for students with a letter of accommodation from ODS. Their services are free and confidential. Letters only provide information about the accommodation, not about the disability or diagnosis.

## **ACADEMIC INTEGRITY**

The Academic Integrity policy can be found at <https://studentconduct.rutgers.edu/processes/university-code-student-conduct> <http://studentconduct.rutgers.edu/student-conduct-processes/academic-integrity/>

***Students are responsible for understanding the principles of academic integrity and abiding by them in all aspects of their work at the University.*** Students are also encouraged to help educate fellow students about academic integrity and to bring all alleged violations of academic integrity they encounter to the attention of the appropriate authorities.

Academic Integrity means that you (the student) must:

- properly acknowledge and cite all use of the ideas, results, or words of others,
- properly acknowledge all contributors to a given piece of work,
- make sure that all work submitted as your own in a course activity is your own and not from someone else
- obtain all data or results by ethical means and report them accurately
- treat all other students fairly with no encouragement of academic dishonesty

Adherence to these principles is necessary in order to ensure that:

- everyone is given proper credit for his or her ideas, words, results, and other scholarly accomplishments
- all student work is fairly evaluated and no student has an inappropriate advantage over others
- the academic and ethical development of all students is fostered
- the reputation of the University for integrity is maintained and enhanced.

Failure to uphold these principles of academic integrity threatens both the reputation of the University and the value of the degrees awarded to its students. Every member of the University community therefore bears a responsibility for ensuring that the highest standards of academic integrity are upheld. Violations are taken seriously and will be handled according to university policy.

## **Artificial Intelligence Use**

The use of generative AI tools (such as ChatGPT, DALL-E, etc.) are not permitted in this class; therefore, any use of AI tools for work in this class may be considered a violation of Rutgers University's Academic Honesty policy and Student Conduct Code, since the work is not your own. When in doubt about permitted usage, please ask for clarification.



## CODE OF STUDENT CONDUCT

Rutgers University-Camden seeks a community that is free from violence, threats, and intimidation; is respectful of the rights, opportunities, and welfare of students, faculty, staff, and guests of the University; and does not threaten the physical or mental health or safety of members of the University community, including in classroom space.

As a student at the University, you are expected adhere to the Code of Student Conduct.

To review the code, go to the Office of Community Standards:

<https://deanofstudents.camden.rutgers.edu/student-conduct>

Note that the conduct code specifically addresses disruptive classroom conduct, which means *"engaging in behavior that substantially or repeatedly interrupts either the instructor's ability to teach or student learning. The classroom extends to any setting where a student is engaged in work toward academic credit or satisfaction of program-based requirements or related activities."*

## PLAGIARISM

Plagiarism means the act of passing off the work or ideas of another person as one's own.

Plagiarism can be either intentional (for example, downloading a research paper from the Internet and submitting it as one's original work), or unintentional (for example, the single improper citation of another person's statement). Both forms of plagiarism are unacceptable at Rutgers University.

## EXPECTATIONS OF CLASSROOM CIVILITY

The following protocols on the codes of behavior reflect professional business norms on manners, courtesy, and respect. ***(In general, you should treat others as you would like others to treat yourself. Be mindful that what is acceptable in a text or chatroom with friends may not be appropriate in a classroom or in an online conversation with an instructor.)***

This could also include a statement regarding what your students can expect from you (*example: I will be prepared and on time for class; I will respect you and your opinions*).

- Classroom attendance is a necessary part of this course; therefore, (include specific requirements and any impact on grades).
- You are expected to do your own work. Cheating, plagiarism, and any other form of academic dishonesty will not be tolerated and will result in (include consequences).
- Meaningful and constructive dialogue is encouraged in this class and requires a willingness to listen, tolerance for different points of view, and mutual respect from all participants. All course members will be expected to show respect for individual differences and viewpoints at all times.
- The use of electronic devices can be disruptive to those around you. As a result, the use of such devices should be limited to class-related tasks.

## NETIQUETTE STATEMENT

### Etiquette expectations from online students

The following protocols on the codes of behavior reflect professional business norms on manners, courtesy, and respect. (In general, you should treat others as you would like others to treat yourself. Be mindful that what is acceptable in a text or chatroom with friends may not be appropriate in a classroom or in an online conversation with an instructor.)

Even though many of you are already aware of these protocols, they are explicitly stated here so that everyone is cognizant of the same protocols. These protocols should be followed by all students taking this course to help ensure the online experiences for everyone involved are pleasant. They are as follows:

- If you were to send an e-mail to the professor / tutor, please address the person appropriately such as “Dr. ....” or “Mr./Ms. ....”, not ‘Hey’. Note that I will address you with your first name, unless you prefer that I address you differently.
- When sending an e-mail, you can get better attention by using the following guidelines:
  - Use descriptive subject lines, (I am sure you have received a lot of Spam e-mails and I have occasionally and accidentally deleted student e-mails that I thought was Spam.)
  - Please be as brief as possible by going straight to the point, and if possible, limit the use of attachments

**Never send offensive and insulting messages** (this is a violation of the Student Code of Conduct). If you disagree, say so and state your reasons. Social media is a very powerful tool for communication. However, it can be badly misused if it is not used correctly or professionally. For example, you may have personal and legitimate concerns with this course. However, other students, who do not have similar feelings, can be negatively influenced by your concerns. This will unnecessarily and negatively affect their overall experience of the course. Therefore, to minimize such an occurrence, please feel free to directly contact the instructor/tutor first to resolve any concerns that you may have to help ensure that everyone’s online experience of this course is beneficial.

- Always guard against inciting others when it comes to content, opinions, etc. That is, avoid blaming or accusing others of wrong doing.
- Do not start a volley of back and forth e-mails, with copies distributed to every student in the class.
- Copy the minimum number of people. That is, send e-mails to only the people you think should receive and will benefit from it.
- Treat all e-mails and postings as permanent forms of written record and do not expect that any your e-mail communications to be private, unless stated otherwise. Instead, assume that all e-mail communications are public.
- Do not publicize your own or others’ personal information (such as email, phone numbers, last names, etc.)

## **CLASSROOM POLICIES**

### **Exam Make-up Policy/Late Policy**

If, for a university approved reason, you cannot take an exam at the scheduled time you must give the professor written notice at least one week in advance so that other arrangements can be made. If the situation does not allow for advance notification (for example, emergency hospitalization), contact the professor as soon as possible after a missed exam. Make-up exams and homework for non-university approved reasons are not guaranteed. The professor reserves the right to request written documentation to support your absence (such as a doctor’s note, an obituary, or military orders).

- Students are expected to attend and participate in class. Come to class prepared to contribute to the discussion. Read the chapters and any relevant outside material you can find.

- Duties related to your employment or business do not provide an acceptable excuse for class absences, or missed examinations. If, for a university approved reason, you cannot take an exam at the scheduled time you must give the professor written notice at least one week in advanced and then take the exam on the specified day and time.
- No incomplete will be given.
- If Rutgers cancels class for a snow or other emergency, this class will not meet. If an exam is scheduled and the university is closed, the exam will be postponed one class period. Check <https://camden.rutgers.edu/operating-status> for possible class cancellations. If Rutgers cancels class on a day when no exam is scheduled, expect the exam to take place on the date originally scheduled.
- Students are required to turn off their cells while they are in class, unless there is an emergency. Emailing, texting, phone calls, and web-surfing other than assignments should not be done in class. Such activities will impact your participation grade.

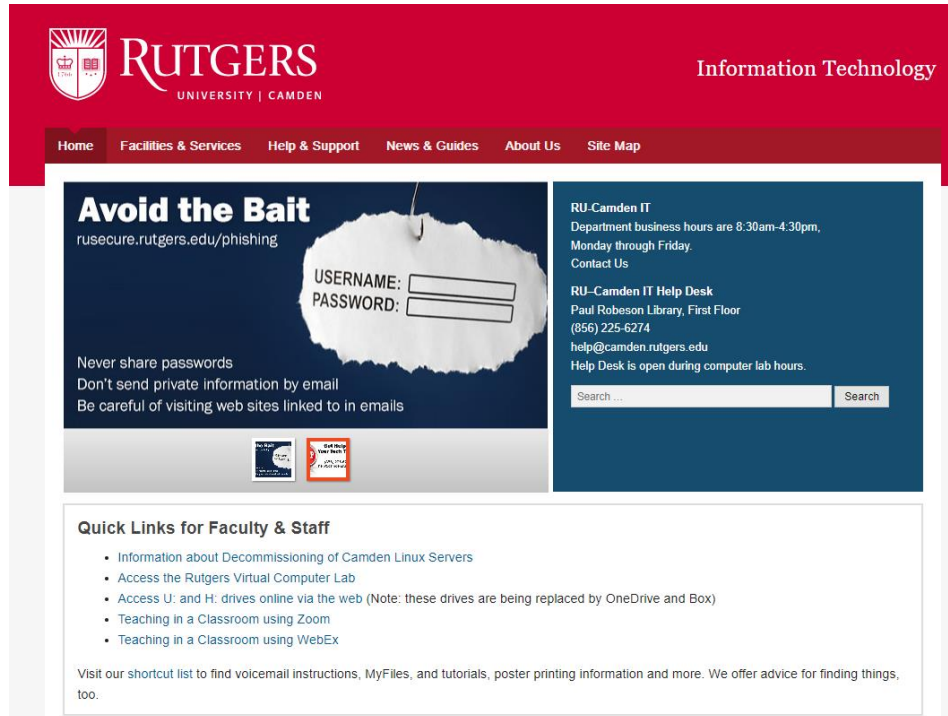
### **LEARNING CENTER, LEARNING SPECIALISTS AND TUTORING**

I am committed to making course content accessible to all students. The Learning Center provides Learning Specialists who can help you build a learning plan based on your strengths and needs, tutors, study groups and more services. Many services are available in virtual formats and after normal business hours. If English is not your first language and this causes you concern about the course, please contact the Learning Center and make an appointment with a Learning Specialist to create a plan of action. More information and to make an appointment - <https://learn.camden.rutgers.edu/>

**Writing Support and Services.** The Rutgers Camden Writing and Design Lab provides personal tutoring, workshops and online. <https://wdl.camden.rutgers.edu/>

## Using Microsoft Office 2019 in Rutgers Virtual Lab - For Students with Mac Laptops

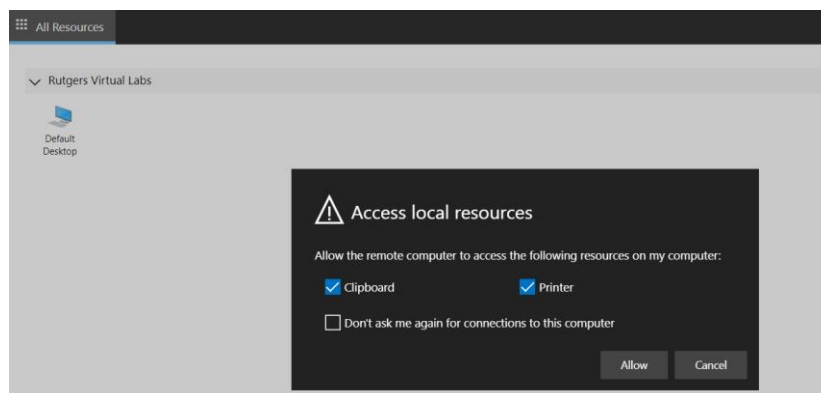
- 1) Start by going to this website: <https://rcit.rutgers.edu/virtlab>
- 2) Select “Access the Rutgers Virtual Computer Lab” (see screenshot below)



- 3) Click Default Desktop



- 4) Select Allow



- 5) Enter your credentials

All Resources Default Desktop

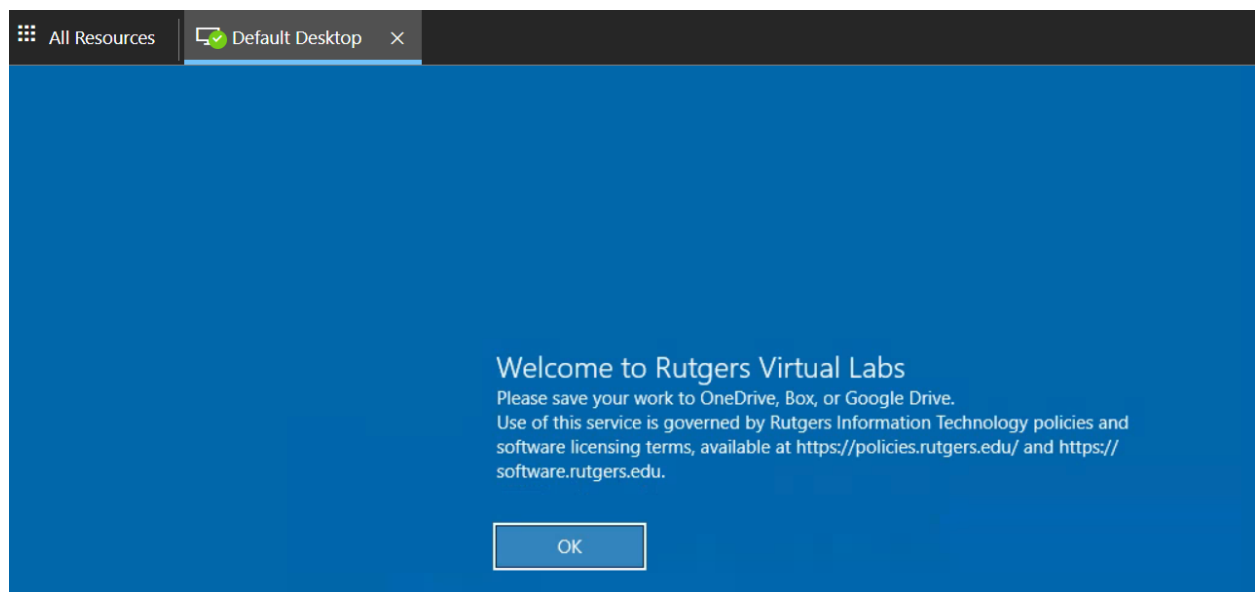
### Enter your credentials

Username  
jmtorres@camden.rutgers.edu

Password  
Password

Submit Cancel

6) Click OK



7) Once you enter your credentials, it will take about 40-45 seconds to get into Rutgers' Virtual Lab

8) Your Rutgers Virtual Lab screen would look like this (see screenshot next page):



- 9) Once in his screen, it is just like being on any computer in Rutgers' Computer Labs. Here, you can access your Rutgers email, Canvas, Microsoft Office, MS Project, Google Chrome, Firefox, etc.
- 10) Please note that at the lower-left corner of the screen, you will see two (2) Start buttons. The one at the very bottom is YOUR computer's Start button. The one above is Rutgers' Virtual Lab Windows Start button. This is **VERY** important to recognize so that if you work on a file while being in the Rutgers' Virtual Lab environment, you **MUST** save your work in a flash drive.
- 11) **IMPORTANT:** if you logout of Rutgers' Virtual Lab without saving your file to a flash drive, your work will be lost permanently. Therefore, it is always a good practice to continuously save your file to a flash drive while working through the exercises.
- 12) To get out of Rutgers Virtual Lab, simply click the "X" next to the Default Desktop tab. This will take you back to the Rutgers Virtual Labs screen. Once there, you can just close the screen.
- 13) If you have any technical issues, please contact Rutgers IT Help Desk at 856-225-6274 (Mon-Fri)

## SKILL SET EXPECTED FROM STUDENTS UPON COMPLETION THE COURSE

### Expectations about using **Word**

- Open, Modify and Save a Word Document
- Create an AutoText Entry and Insert AutoText
- Set Page Margins and Orientation
- Insert a Page Break, Section Break
- Insert a Page Number in the Footer
- Perform a Spelling and Grammar Check
- Insert Non-breaking Spaces and Non-breaking Hyphens
- Add a Cover Page and Insert a Document Header
- Change document appearance such as format text, change line spacing, apply border
- Insert a Section Break and Create Columns
- Insert a Table of Contents
- Create a Table. Insert Rows and Columns. Apply table style
- Insert an Excel chart/graph and data range
- Track Document Changes. View, Add, and Delete Comments. Accept and Reject Changes
- Create and modify footnotes. Convert Footnotes to Endnotes.
- Use Mail merge

## Expectations about using **Excel**

- Create a new workbook, open existing workbook, add worksheets, rename worksheets and workbooks, change page order in a workbook, save workbooks
- Insert rows and columns
- Format rows, columns, cells (e.g., change alignments, date & money formats etc)
- Insert an Image
- Insert a Comment, insert Custom Header and Footer
- Insert or copy formulas (use fill handle), use General Functions
- Freeze and Unfreeze Rows and Columns
- Hide and Unhide Rows, Columns, and Worksheets
- Protect a Worksheet and a Workbook and Control Calculations
- Use the IF Function
- Use the VLOOKUP Function
- Create, format, sort tables. Filter a table
- Create, format, name, modify, resize, copy charts, change chart types, add text box and nomenclature
- Create Chart with Multiple Data Series
- Save and View Chart as Web Page
- Create print area, format and print charts, worksheets
- Embed a Chart in Microsoft Word

### Expectations about using **PowerPoint**

- Create a New Presentation. Add Slides. Check Spelling and Use the Thesaurus.
- Modify Text and Layout. Reorder Slides. Apply a Design Theme
- Add a Table. Insert, Move, and Resize Clip Art. Apply a Transition. Animate Objects
- Display a Slide Show. Navigate to Specific Slides. Annotate a slide
- Create a Presentation in Outline View. Import a Microsoft Word Outline
- Reuse Slides from Another Presentation
- Apply a Theme to a Presentation. Apply a Color Scheme. Add a Font Scheme. Apply a Background Style. Hide Background Graphics on a Slide
- Create a Handout Header and Footer
- Insert, size, position, flip, group, ungroup Clipart
- Insert, modify, crop pictures
- Insert movie clip. Set movie options
- Add sound from a file. Change sound settings

### Expectations about using **Access**

- Create a new simple database with 3 or 4 tables, create tables, create different types of fields (date, currency, auto number, integer etc.), define primary key
- Create, and view relationship diagram and use referential integrity
- Edit existing table to add or delete fields
- Import Excel data into an Access Table
- Create query using wizard using simple query criteria.
- Create a Report Using the Report Tool
- Add Grouping Levels and Calculate Summary Statistics in reports.
- Modify report such as change field width, reposition report objects etc.