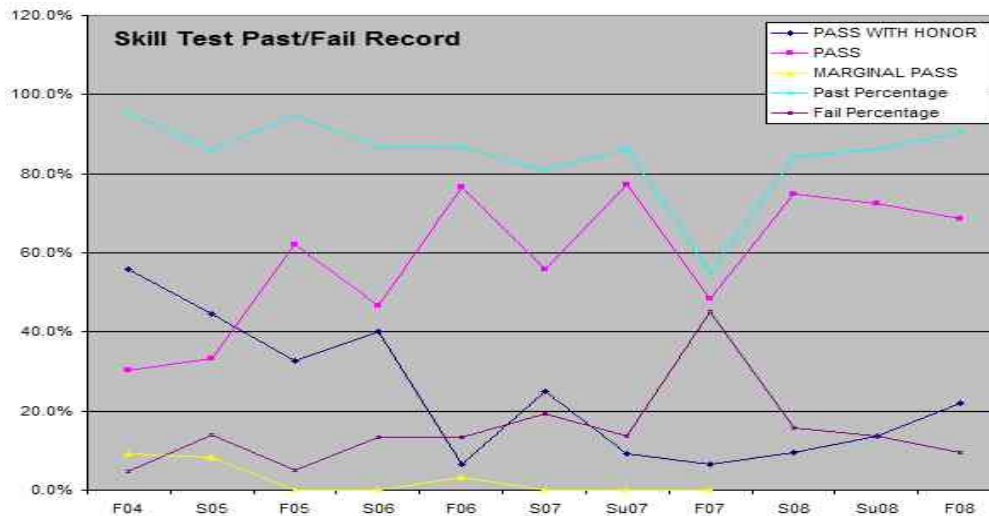


Incremental raising of skill expectation for BA130 students

	F04	F05	F06	S07	F07	S08	SU08	F08	S09
<b>File Management and Operating System</b>									
Create new folders in the proper disk drive	X	X	X	X	X	X	X	X	X
Create new file and folders in system folder requiring system navigation skill					X	X	X	X	X
Create, move, copy, rename, and delete files	X	X	X	X	X	X	X	X	X
<b>MS PowerPoint</b>									
Create an electronic slide show of up to four slides	X	X	X						
Create slide title, bullet list, with appropriate background, font	X	X	X						
Create automatic slide show with appropriate timing and transition	X	X	X						
<b>MS Word</b>									
Create a business letter	X	X	X						
Format the document including alignment, Font, Font Style, and Font Size	X	X	X						
Restructure/edit a document, and relocation of contents				X	X	X	X	X	X
Document formats including alignment, Font, Font Style, and Font Size	X	X	X	X	X	X	X	X	X
Header, Footer, Auto Page Number, and graphic objects	X	X	X	X	X	X	X	X	X
Graphic objects				X	X	X	X	X	X
Place and align text (hyphenation, align text, margins, page breaks, line space, date)	X	X	X	X	X	X	X	X	X
Process text (Cut, Copy, Paste, insert, Delete, Move, undo, overtype)	X	X	X	X	X	X	X	X	X
Document and individual word spell checking	X	X	X	X	X	X	X	X	X
TABS commands (Center, Left, Right, Decimal)	X	X	X	X	X	X	X	X	X
Format features including columns, paragraph (indent, Hanging indent, spacing, number list & bullets)	X	X	X	X	X	X	X	X	X



Incremental raising of skill expectation for BA130 students

	F04	F05	F06	S07	F07	S08	SU08	F08	S09
<b>MS Excel</b>									
Cell reference (relative and absolute references)	X	X	X	X	X	X	X	X	X
Enter text, number, and formula	X	X	X	X	X	X	X	X	X
Cell formatting (font, alignment, currency, comma, percentage, borders)	X	X	X	X	X	X	X	X	X
Create formula from mathematical formula, duplicate cell formula to other cells	X	X	X	X	X	X	X	X	X
Simple functions (=SUM, =AVERAGE, =MIN, =MAX, =COUNT)	X	X	X	X	X	X	X	X	X
Special functions (=PMT, =ROUNDUP, =DATE, =NOW, =IF)				X	X	X	X	X	X
Create, view and edit comments				X	X	X	X	X	X
Spreadsheet editing (copy, paste, move, row height, column width, Find & Replace, Check spelling, templates, apply style, modify spreadsheet name & position)	X	X	X	X	X	X	X	X	X
Charts	X	X	X	X	X	X	X	X	X
3D spreadsheet	X	X	X	X	X	X	X	X	X
Data processing features (sort, filter)				X	X	X	X	X	X
Problem formulation				X	X	X	X	X	X