



USE OF APPLICATION SOFTWARE: FIK8 11

LECTURER: MARK GILLAN

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WORD PROCESSING

- Formatting Text (Font, Font Size)
- Paragraph formatting
(including indentation, line and paragraph spacing)
- Styles (including Headings to keep with next paragraph)
- Bullets and Numbering (number list as well as a bulleted list)
- Columns (like a newsletter with columns used in part)
- Page Break (to control content on pages)
- Graphics including positioning, sizing and text wrapping
- Tables
- Password Protection (remember to back up the original)

SPREADSHEETS



- Creating and Using a Spreadsheet (including use of numbers, text and dates)
- Formulae (relative and absolute referencing)
- Functions (countif, total, max/min, average, IF statement, date/time)
- Lookup Table (vlookup)
- Graphs and Charts (nonadjacent columns / rows)
- Chart Formatting
- Password Protection
- Printed Output (whole sheet, selection, individual chart, chart with data)

DATABASES



- Creation and Use of a Database (at least 3 data types)
- Creating and Using a form
- Queries (including multiple field queries)
- Reports
- Password Protection
- Printed Output of form, reports, all data