

## Computer Apps 1 Course/Unit Competencies

Found below is a list of the competencies covered in Computer Applications 1. Test-out exam problems will be taken from competencies on this list.

WORD	POWERPOINT	EXCEL
<p><b>Text</b></p> <ul style="list-style-type: none"> <li>• Insert as object from another file</li> <li>• Font</li> <li>• Font size</li> <li>• Font style (<b>B</b>,<i>i</i>,<u>u</u>)</li> <li>• Alignment</li> <li>• Effects</li> </ul> <p><b>Text Box</b></p> <ul style="list-style-type: none"> <li>• Border/fill</li> <li>• Shadow</li> <li>• Resizing</li> </ul> <p><b>Insert Graphic</b></p> <ul style="list-style-type: none"> <li>• Resize</li> <li>• Wrap text</li> <li>• Photo effects</li> </ul> <p><b>Header/Footer</b></p> <ul style="list-style-type: none"> <li>• Text</li> <li>• File name</li> <li>• Page numbering</li> </ul> <p><b>SmartArt</b></p> <ul style="list-style-type: none"> <li>• Insert</li> <li>• Modify</li> </ul> <p><b>Line Spacing</b></p> <ul style="list-style-type: none"> <li>• Text</li> <li>• Between paragraphs</li> </ul> <p><b>Lists</b></p> <ul style="list-style-type: none"> <li>• Numbered</li> <li>• Bulleted</li> <li>• Change bullets</li> <li>• Change indents</li> </ul> <p><b>Tabs</b></p> <ul style="list-style-type: none"> <li>• Setting</li> <li>• Aligning</li> <li>• Leaders</li> </ul> <p><b>Tables</b></p> <ul style="list-style-type: none"> <li>• Border lines</li> <li>• Alignment within</li> <li>• Merge cells</li> <li>• Fill</li> </ul> <p><b>Spell Check</b></p> <p><b>Grammar Check</b></p> <p><b>Templates (create/use)</b></p> <p><b>Margins</b></p> <p><b>Page breaks</b></p> <p><b>Page borders</b></p>	<p><b>Apply Themes</b></p> <p><b>Slide Styles/Layouts</b></p> <p><b>Lists</b></p> <ul style="list-style-type: none"> <li>• Bulleted</li> <li>• Numbered</li> <li>• Promote/demote items</li> <li>• Add/remove</li> <li>• Change bullet</li> <li>• Bullet to numbered</li> <li>• Numbered to bulleted</li> </ul> <p><b>Pictures</b></p> <ul style="list-style-type: none"> <li>• Insert/place</li> <li>• Artistic effects</li> <li>• Edge effects</li> <li>• Remove background</li> <li>• Resize</li> </ul> <p><b>Speaker's Notes</b></p> <ul style="list-style-type: none"> <li>• Enter</li> <li>• Print notes pages</li> </ul> <p><b>Handouts</b></p> <ul style="list-style-type: none"> <li>• Formats</li> <li>• Print</li> <li>• Header/footer</li> </ul> <p><b>Transitions</b></p> <p><b>Animations</b></p> <p><b>Text</b></p> <ul style="list-style-type: none"> <li>• Align</li> <li>• Spacing</li> <li>• Color</li> <li>• WordArt style</li> <li>• Font</li> <li>• Size</li> <li>• Style (<b>B</b>,<i>i</i>,<u>u</u>)</li> </ul> <p><b>Rearrange slides</b></p> <p><b>Delete slides</b></p> <p><b>Import slides from other files</b></p> <p><b>SmartArt</b></p> <ul style="list-style-type: none"> <li>• Add text</li> <li>• Add/delete elements</li> <li>• Fill color</li> <li>• Photos within SmartArt</li> </ul> <p><b>Graphics/Shapes</b></p> <ul style="list-style-type: none"> <li>• Align</li> <li>• Distribute</li> <li>• Text within</li> </ul>	<p><b>Enter data</b></p> <ul style="list-style-type: none"> <li>• Text</li> <li>• Number</li> </ul> <p><b>Formulas &amp; functions</b></p> <ul style="list-style-type: none"> <li>• Sum</li> <li>• Average</li> <li>• Max</li> <li>• Min</li> <li>• Median</li> <li>• Countif</li> <li>• If</li> <li>• Now</li> </ul> <p><b>Graphing</b></p> <ul style="list-style-type: none"> <li>• Column graph</li> <li>• x/y axis labels</li> <li>• Legend</li> <li>• Titles</li> <li>• Resizing</li> <li>• Positioning</li> </ul> <p><b>Sparklines</b></p> <ul style="list-style-type: none"> <li>• Line</li> <li>• Bar</li> </ul> <p><b>Cell styles/formats</b></p> <ul style="list-style-type: none"> <li>• Text/color</li> <li>• \$</li> <li>• ,</li> <li>• Date</li> </ul> <p><b>Merge and center</b></p> <p><b>Multiple worksheets</b></p> <ul style="list-style-type: none"> <li>• Referencing cells between</li> </ul> <p><b>Absolute Cell References</b></p> <p><b>Align (L,R,C)</b></p> <p><b>Border Lines</b></p> <p><b>Header/Footer</b></p> <ul style="list-style-type: none"> <li>• Date</li> <li>• File name</li> </ul> <p><b>Page orientation</b></p> <p><b>Formula sheets</b></p> <p><b>Conditional formatting</b></p> <p><b>Sorting data</b></p> <p><b>Find/replace</b></p> <p><b>Tables (convert)</b></p> <ul style="list-style-type: none"> <li>• Theme</li> <li>• Repeat at top (heading info)</li> </ul>

