



## Student Checklist

### ICAITU006B – Operate Computing Packages

#### Word 2000 Skills

SKILL	PAGES	CONCEPTS	Complete
Text formatting	41-43, 45	Font type and size, format style, alignment, border, subscript, superscript	
Manipulating text	56, 57, 58	Cut, copy, paste, AutoText, format painter, undo and redo, drag and drop	
Margins, Indents and Tabs	75-79	Hanging indents, left, right & leader tabs, tab stops	
Working with multiple page documents	88-90, 100-103	Styles, headers & footers, clip-art	
Using document proofing tools	117, 118	Spelling, grammar and thesaurus	
Tables	129	Border format, table calculation, sort, shading	
Using Mail Merge	131-146	Data source, main document, fields, mail merge command, mail merge helper, form letters, active window, data form, record, mail merge toolbar, inserting an automatic date (and time), fill-in field, filtering records	

#### Excel 2000 Skills

SKILL	PAGES	CONCEPTS	Complete
Introduction	171, 174-175	Workbook, screen elements, worksheet,	
Basic Editing Operations	193	Moving around a worksheet, workbooks, cells,	
Creating a formula	195-206, 209, 210	Operators, cell references, formula palette, AutoSum, AutoCalculate, function name and argument, If statements, average	
Formatting data	211-228	Cell range and size, number formats, aligning data, applying borders, fonts and styles and styles, cut, copy & paste, drag and drop editing, AutoFormat	
Creating charts	267-288	Components of a chart, ChartWizard, labels, data tables, formatting	
Printing your worksheet	299-300	Cell format, alignment, header, date, page break, fill effects	
Working with templates	308	templates	

#### Access 2000 Skills

SKILL	PAGES	CONCEPTS	Complete
Introduction & Getting Started	329, 334-353	What is a database, tables, queries, forms, reports, pages, macros, modules, .mdb, relational database, field, form design, report design	
Tables	365-385	Primary key, field name, data type, description, caption, indexed, format, default value, datasheet view, sort, search, filter, lookup,	
Relating tables	387-400	Relational database model, relationships, referential integrity, cascade delete,	
Queries	401-430	Dynaset, simple query wizard, design query window	
Forms	461, 462-463	Form wizard, form design, columnar form	
Reports	479-481	Report wizard, report design	