UNIVERSITI TEKNOLOGI MARA

ASM452: END USER APPLICATIONS

Course Name (English)	END USER APPLICATIONS APPROVED
Course Code	ASM452

MQF Credit	3

Course Description	The course is designed to equip students with knowledge and abilities in the use of word processing, presentation and spreadsheet applications. The focuses of the course are on the integration and hands-on training on word processing, presentation and spreadsheet applications in producing business documents, designing slides for presentations and apply spreadsheets documentation. Students will be able to demonstrate the keyboarding techniques in relations to business and management studies. The course also emphasizes on applying the applications learnt by working in a team to produce group project and presentations that meets an organization’s needs.

Transferable Skills	Will acquire knowledge about different types of application software to be used at workplace

Teaching Methodologies	Lectures, Blended Learning, Demonstrations, Practical Classes

CLO	CLO1 Apply the concept of business documents, presentation, and spreadsheet CLO2 Apply intermediate function of word processing, presentation, and spreadsheet application efficiently CLO3 Display the curation skills in managing simple data through report and presentation

Pre-Requisite Courses	No course recommendations

Topics
1. INTRODUCTION TO MICROSOFT OFFICE AND WINDOWS OPERATING SYSTEM 1.1) Introduction to the Windows Operating System 1.2) Introduction to Microsoft Office 1.3) Starting and Using a Program 1.4) Saving and Organizing Files 1.5) Additional Microsoft Office Programs 1.6) Moving, Renaming, and Deleting Files 1.7) Microsoft Office and Windows Help
2. KEYBOARDING TECHNIQUE 2.1) Ergonomics, Health, and Safety Measures for Keyboarding 2.2) Learn Letter Keyboarding Technique 2.3) Learn Symbols (Period, Shift Keys, CAPS LOCK, Comma, 2.4) Colon, Question Mark, TAB ke
3. MICROSOFT WORD 3.1) CREATING LETTERS AND RESUME 3.2) o Creating a Letterhead 3.3) o Creating a Business Letter 3.4) o Addressing and Printing Envelopes and Mailing Labels 3.5) o Using a Template to Create a Resume 3.6) o Sharing Document With Others 3.7) o Creating a Web Page from a Word Document 3.8) 3.9) FORMATTING REPORT AND RESEARCH PAPER 3.10) o Changing Document Settings 3.11) o Typing the Research Paper Text 3.12) o Creating an Alphabetical Works Cited Page 3.13) o Proofing and Revising the Research Paper 3.14)

3.15) USING DOCUMENT COLLABORATION AND INTEGRATION TOOLS
3.16)
3.17) o Reviewing a Document
3.18) o Reviewing a Track Changes and Comments
3.19) o Changing Tracking Options
3.20) o Charting a Word Table Using Microsoft Graph
3.21) o Linking an Excel Worksheet to a Word Document Excel Basis
3.22) o Charting a Word Table Using Office Chart Tools
3.23) o Creating a Blog Post

4. MICROSOFT POWERPOINT
4.1) USING A PRESENTATION AND ADDING MEDIA
4.2) o Choosing a Document Theme
4.3) o Creating a Title Slide
4.4) o Formatting Characters in a Presentation
4.5) o Adding a New Slide to a Presentation
4.6) o Creating a Text Slide with a Multi-Level Bulleted List
4.7) o Adding New Slides and Changing the Slide Layout
4.8) o PowerPoint Views
4.9) o Inserting Clipart and Photographs into Slides
4.10) o Photograph and the Clip Organizer
4.11) o Resizing Clip Art and Photograph
4.12) o Ending a Slide Show with a Closing Slide
4.13) o Making Changes to Slide Text Content
4.14) o Adding a Transition
4.15) o Changing Document Properties
4.16) o Viewing the Presentation in Slide Show View
4.17) o Printing a Presentation
4.18)
4.19) WORKING WITH INFORMATION GRAPHICS
4.20) o Creating and Formatting a SmartArt Graphic
4.21) o Adding a Chart to a Slide and Formatting
4.22) o Adding a Table to a Slide and Formatting
4.23)
4.24) CREATING A SELF-RUNNING PRESENTATION CONTAINING ANIMATION
4.25) o Adjusting and Cropping a Picture
4.26) o Animating Slide Content
4.27) o Preparing for a Self-Running Presentation
4.28)
4.29) COLLABORATING AND DELIVERING A PRESENTATION
4.30)
4.31) NAVIGATING PRESENTATION

5. MICROSOFT EXCEL
5.1) ENTERING DATA IN WORKSHEETS
5.2) o Selecting a Cell
5.3) o Entering Text
5.4) o Entering Numbers
5.5) o Calculating a Sum
5.6) o Using the Fill Handle to Copy a Cell to Adjacent Cell
5.7) o Formatting the Worksheet
5.8) o Using the Name Box to Select a Cell
5.9) o Adding a Clustered Cylinder Chart to the Worksheet
5.10) o Changing the Worksheet Name
5.11) o Changing Document Properties
5.12) o Previewing and Printing a Worksheet
5.13) o Starting Excel and Opening a Workbook
5.14) o AutoCalculate
5.15) o Correcting Errors
5.16)
5.17) FORMATTING WORKSHEETS
5.18) o Formatting the Worksheet
5.19) o Checking Spelling
5.20) o Preparing to Print the Worksheet
5.21) o Printing the Worksheet
5.22)
5.23) USING FORMULAS AND FUNCTIONS
5.24) o Entering Formulas
5.25) o Option Buttons
5.26) o Using the AVERAGE, MAX and MIN Functions
5.27) o Verifying Formulas Using Range Finder
5.28)
5.29) WHAT-IF ANALYSIS & CHARTING
5.30) o Absolute Versus Relative Addressing
5.31) o Making Decisions- The IF Function
5.32) o Adding and Formatting Sparkline Chart

5.33) o Formatting the Worksheet
5.34) o Adding a 3D Pie Chart to the Workbook
5.35) o Renaming and Reordering the Sheets and Coloring their Tabs
5.36) o Changing the View of the Worksheet
5.37) o What-If Analysis
5.38)
5.39) CREATING, SORTING, AND QUERYING A TABLE
5.40) o Adding Computational Fields to the Table
5.41) o Adding a Lookup Table
5.42) o Conditional Formatting
5.43) o Working with Tables in Excel
5.44) o Sorting a Table
5.45) o Querying a Table using AutoFilter
5.46) o Using a Criteria Range on the Worksheet
5.47) o Using Database Functions
5.48) o Using the SUMIF, COUNTIF, MATCH and INDEX Functions
5.49) o Displaying Automatic Subtotals in a Table

Assessment Breakdown	%
Continuous Assessment	100.00%

Details of Continuous Assessment

Assessment Type	Assessment Description	% of Total Mark	CLO
Assignment	Assignment (Word)	20%	CLO2
Assignment	Assignment (Excel)	20%	CLO2
Assignment	Self Reflection	20%	CLO1
Test	Hands on Test	40%	CLO3

Reading List	This Course does not have any book resources
Article/Paper List	This Course does not have any article/paper resources
Other References	This Course does not have any other resources