

# Office Systems Management (Excel/Access) (5100)

## MS-EXCEL

1. Demonstrate basic formatting skills using MS EXCEL.
2. Represent data in tables and charts.
3. Demonstrate the ability to create and use graphics and other visual elements in EXCEL.
4. Review formulas and data.
5. Analyze data and synthesize concepts through the use of basic calculations.
6. Protect, share, and manage workbooks.
7. Analyze and present data through filters, sorts, and conditional formatting.
8. Make predictions by creating scenarios.
9. Name use and edit ranges.
10. Appraise and assess data through the use of the formula tab for formulations.
11. Pass MOS EXCEL certification test.

## MS-ACCESS

1. Build a database and define relationships.
2. Enter records in a database.
3. Name fields and objects; assign field data types and set field sizes.
4. Create tables in MS ACCESS.
5. Create forms in MS ACCESS.
6. Modify records, find data in a table, and delete records.
7. Use AutoFilter to sort data, sort on multiple fields in design view.
8. Maintain and Query a database.
9. Create custom queries.
10. Run simple reports.