



Deanship of Educational Services

Computer Science Unit

**1<sup>st</sup> SEMESTER (371)**

**Announcement**

This is to inform all the students at the Deanship of Educational Services that **Final Exam for CSC105** will cover the following materials:

Level	Material Covered	
One	<b>Excel 2016</b>	Getting Started With Excel 2016 & Excel 2016 Selection techniques
		Manipulating Rows and columns Within Excel 2016
		AutoFill & Excel 2016 Worksheets
		Alignment Formatting Within Excel 2016 & Number Formatting Within Excel 2016
		Freezing row and column titles Within Excel 2016 & Excel 2016 Formulas
		Excel 2016 Functions
		Excel 2016 Charts
		Proofing and Printing
	<b>PowerPoint 2016</b>	Using PowerPoint 2016 & Creating a PowerPoint 2016 Presentation
		Manipulating Slides Within PowerPoint, PowerPoint 2016 Design Themes, Text Boxes (Place Holders)
		PowerPoint 2016 & Illustrations & Manipulating Graphic Objects Within PowerPoint 2016
		PowerPoint 2016 Slide Shows & Printing and Proofing in PowerPoint 2016
	<b>Access 2016</b>	Access 2016 Database Concepts
		Access 2016 Tables, Fields and Field Types
		Access 2016 Field Properties
		Manipulating Tables and Records in Access 2016 & Access 2016 Primary Keys
		Filtering Within Access 2016 & Sorting Within Access 2016
		Within Access 2016 Relationships
		Within Access 2016 Forms
		Queries
Reports		

CS Director

Prof. Dr. A. A. Karawia