



**OMAN MEDICAL COLLEGE
BOWSHAR CAMPUS**

IT SYLLABUS FOR ADVANCE PLACEMENT EXAM

INFT 002

Microsoft PowerPoint

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|----------|----------------------------|-----|--|
| 1 | Making a Presentation file | 1.1 | Deciding on Slide layout |
| | | 1.2 | Applying basic formatting features to slides |
| | | 1.3 | Applying design templates |
| | | 1.4 | Applying backgrounds |
| 2 | Inserting Objects | 2.1 | Picture files |
| | | 2.2 | Clipart objects |
| | | 2.3 | Sound files |
| 3 | Animating Slides | 3.1 | Different animation effects (Entrance, Emphasis, Exit) |
| | | 3.2 | Timing animations |
| | | 3.3 | Attaching sound effects to slides, animations |
| | | 3.4 | Deciding on Slide transition |

Microsoft Excel

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|-------------------------------|------------------------|-----|---|
| Creating, Opening and editing | | | |
| 1 | worksheets | 1.1 | Elements of a worksheet |
| | | 1.2 | Entering data into worksheet |
| | | 1.3 | Editing data in worksheet |
| | | 1.4 | Saving workbook |
| 2 | Formatting worksheets | 2.1 | Basic formatting features |
| | | 2.2 | Assigning borders |
| | | 2.3 | Formatting numbers |
| 3 | Formulas and Functions | 3.1 | Writing formulas |
| | | 3.2 | Copying formulas and auto recalculation |
| | | 3.3 | Functions (Max, Min, Average, Sum) |
| 4 | Charts | 4.1 | Creating charts/graphs |
| | | 4.2 | Different types of charts |
| | | 4.3 | Formatting charts |
| 5 | Sorting data | 5.1 | Sorting tables |
| 6 | Printing worksheets | 6.1 | Setting Left and Right margins |
| | | 6.2 | Header and Footer |
| | | 6.3 | Adjusting Page orientation |
| | | 6.4 | Previewing and Printing worksheet |

***Microsoft Access**

- 1** Introduction to a database
 - 1.1 What is database
 - 1.2 What is relational database
 - 1.3 Elements of a database
- 2** Tables in Access
 - 2.1 Creating tables
 - 2.2 Data types in Access
 - 2.3 Controlling data display
 - 2.4 Entering data into a table.
 - 2.5 Assigning a primary key
 - 2.6 Lookup fields
- 3** Queries
 - 3.1 Select Queries
 - Single criteria, Multiple Criteria
 - Operators: (AND, OR, NOT, BETWEEN)
 - Wildcard characters *

* Student can collect sample database for practice from college or can be downloaded from website. They are advised to get familiar with the database before attempting this module.