

## ACED 3400 Fact Sheet

**NOTE:** This Fact Sheet illustrates a sampling of the computer applications features taught in ACED 3400. ACED 3400 is considered an intermediate/advanced course, so the student is expected to perform various hands-on tasks without step-by-step instructions. This list is in no way inclusive of all knowledge you might be expected to know for the ACED 3400 Exemption Test.

<b>Excel 2010</b>	<b>Database table</b> <b>Field names</b> <b>Vlookup</b> <b>Functions such as: IF, SUM, AVE, etc.</b> <b>Headers/footers</b> <b>Page setup</b> <b>Sort</b> <b>Filters</b> <b>Formula view</b>
<b>Access 2010</b>	<b>Tables</b> <b>Primary key field</b> <b>Filters</b> <b>Sort</b> <b>Forms</b> <b>Reports</b> <b>Queries</b>
<b>PowerPoint 2010</b>	<b>Masters</b> <b>Templates</b> <b>Animation</b> <b>Charts</b> <b>Importing content</b> <b>Movies and sound</b> <b>Collaboration</b>
<b>File Management</b>	<b>Basic file management (opening, closing, saving, moving, copying, locating files, etc.)</b>