The content of this one-credit course (CAOT 165) is aligned with the Key Applications Unit of the IC³ certification program and covers the basics of applications knowledge and skills. Upon completion of this course, individuals are prepared to seek this portion of the IC³ certification by passing the Key Applications IC³ exam.

- **Common Program Functions:**
  - Be able to start and exit a Office application and utilize sources of online help
  - Identify common on-screen elements of Office applications, change application settings, and manage files within an application
  - Perform common editing (cut, copy, paste, spell check, etc.) and formatting (fonts, margins, tabs, etc.) functions
  - Perform common printing functions

- **Word Processing Functions:**
  - Create and modify a new document
  - Be able to format text and documents including the ability to use automatic formatting tools
  - Be able to add tables and graphics to a document
  - Understand how to modify graphics and format tables
  - Use Headers and Footers correctly

- **Spreadsheet Functions:**
  - Create and modify a new workbook
  - Be able to modify worksheet data and structure
  - Be able to sort data and manipulate data using formulas and functions
  - Be able to format a worksheet
  - Be able to format data
  - Be able to add pictures and charts to a worksheet

- **PowerPoint Functions:**
  - Be able to create and modify a presentation
  - Be able to insert graphics and footnotes
  - Be able to build transitions and animations
  - Create speaker notes and handouts
  - Add tables, charts, diagrams to a presentation