



Module Description

University of ALKafeel / College of Pharmacy. Academic Year (2020-2021)

Stage:	Second
Specialization:	Pharmacy
Name of the Course in Arabic	حاسوب 3
Name of the Course in English	Computer III
Goals:	Participants will learn how to create a Microsoft PowerPoint presentation. Functions covered in this session are how to create a slide, add content (text, graphics, objects and pictures) to present a show. An efficient means of managing data is by using databases. Information can be stored, linked, and managed using a database application such as Microsoft Office Access. In this training session, you will examine database concepts, and create and modify databases and their various objects using Microsoft Office Access
Description	PowerPoint is a presentation program developed by Microsoft. PowerPoint is often used to create business presentations, but can also be used for educational or informal purposes. ... The presentations are comprised of slides, which may contain text, images, and other media, such as audio clips and movies microsoft Access is a database management system (DBMS) from Microsoft that combines the relational Microsoft Jet Database Engine with a graphical user interface and software-development tools. ... It can also import or link directly to data stored in other applications and databases.
Number of Theoretical lectures	لا يوجد
Number of Practical lectures	2
Credits	1
Name of Instructor in Arabic	عدي عبید حسون
Name of Instructor in English	Oday obaid hassoon
Title	مدرس مساعد
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Curriculum / Theoretical:

Week	Syllabus
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Curriculum / Practical:

Week	Syllabus
1	PowerPoint Basics
2	Create Presentations
3	Insert and Modify Text
4	Work with Graphics and Media
5	Final Preparations
6	Deliver a Presentation
7	PowerPoint Basics
8	Access Basics
9	Design a Database
10	Build a Database
11	Work with Forms
12	Sort, Retrieve, Analyze Data
13	Work With Reports
14	Access with Other Applications
15	Manage an Access Database

References :

Main References :

[1] PowerPoint® 2007 Step by Step

كتاب من قبل جويس كوكس، كورتيس فراي، ولامبرت، جوان

[2] Access 2019 Bible

كتاب من قبل ريتشارد كوسليكا ومايكل أليكساندر

[3]

Secondary References:

[1] 30 Minutes: How to Make Effective PowerPoint...

كتاب من قبل أنجلا روز

[2] Access 2016 in easy steps

كتاب من قبل مايك ماكغراث