



Computing Requirements for Entering AD&D

The computing skills listed below are not taught in the program, so it will be your responsibility to make sure you can keep up with coursework by having these skills upon entry.

If you do not have these skills, or are not confident in these skills, we recommend you enroll in BTM111 for summer quarter.

File Management - Independently track and organize files on a PC

- Create, name, move files and folders
- Distinguish between and local, portable and network drives
- Saving and file formats
- Cutting, copying and pasting
- Printing

Excel - Use Excel to format information

- Anatomy of a spreadsheet – columns, rows, data cells
- Inserting, deleting, changing height/width of columns and rows
- Entering data
- Formatting numbers and text
- Formatting cells
- Using sheets
- Printing
- Inserting images
- Basic formulas (like using SUM)

Word – Create resumes and reports

- Format text
- Page formatting, margins
- Insert and format images
- Use tables
- Create citations
- Headers, footers
- Bullets
- Using spell and grammar check