

ORIENTATION TO UNIVERSITY STUDIES/PART 2: COMPUTER APPLICATIONS

MLI20A013	ORIENTATION TO UNIVERSITY STUDIES	1 cr
This course is designed to support students in planning and carrying out their studies. Students participate in an orientation to the program, which includes information on the personal study plans and the program's academic policies and practices. In addition, students are required to demonstrate a sufficient level of IT skills to manage their studies by passing computer applications tests. Finally, students are expected to develop their self-management in studies by participating in a stress and time management workshop.		
Learning outcomes for this course, upon successful completion, include the ability to: 1) understand the practices and principles related to the learning environment at the Aalto Mikkeli Campus in order to successfully carry out university level studies in the program, 2) demonstrate a minimum IT skill level needed for university studies (including the use of the Word suite of applications, PowerPoint and Excel), and 3) increase awareness of stress and time management challenges in studies and ways of dealing with them.		

The Computer Applications sessions (organized during August-October; see page 3) are a mandatory part of the *Orientation to University Studies* course. These sessions include 5 lectures on Word, Excel and PowerPoint as well as a test session. The purpose of the test is to evaluate if the student knows how to use these three softwares on a sufficient level. The students can use 45 minutes on each part of the test (Word, Excel and PowerPoint). Both notes and guidebooks are allowed. In order to pass the test, at least 90% of the tasks in all the three parts of the test must be performed correctly.

The students can participate in **the pre-test session on the Orientation Week Monday, August 25**, if they think they already have the necessary skills to pass one, two or all the three parts of the final test without participating in the teaching sessions. **Please note that the students will get to know if they are in group A or B on orientation week Monday.**

The students need to participate only in the teaching sessions for those parts (Word, Excel, Power Point) they did not pass in the pre-test. The whole schedule is on page 3.

Pre-test sessions, Monday, Aug. 25 13.45-15.45 group A (classroom 3) 14.30-16.30 group B (classroom 1)	Possibility to complete the Computer Applications tests (Word, Excel, Power Point) after self-studying beforehand
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REQUIREMENTS FOR THE COMPUTER APPLICATIONS TEST

PowerPoint

- Insert and Format Slides
- Insert slide headers, footers and page numbers
- Modify Slides, Handouts, and Notes
- Modify slide master content
- Modify slide order
- Change Presentation Options and Views
- Configure a Presentation for Print
- Insert and Format Text
- Insert and Format Shapes and Text Boxes

- Insert and Format Images
- Order and Group Objects
- Insert and Format Tables
- Insert and Format Charts
- Insert and Format SmartArt graphics
- Apply Slide Transitions

Word

- Create a Document
- Format a Document
- Insert headers and footers
- Insert page numbers
- Customize Options and Views for Documents
- Print and Save Documents
- Insert Text and Paragraphs
- Format Text and Paragraphs
- Apply built-in styles to text
- Insert page, section, or column breaks
- Change page setup options for a section
- Create and modify a Table
- Create and Modify a List
- Insert footnotes and endnotes
- Insert figure and table captions
- Insert and update a standard table of contents
- Insert Graphic Elements
- Format Graphic Elements
- Wrap text around objects
- Insert and Format SmartArt Graphics

Excel

- Create Worksheets and Workbooks
- Navigate in Worksheets and Workbooks
- Format Worksheets and Workbooks
- Customize Options and Views for Worksheets and Workbooks
- Insert Data in Cells and Ranges
- Format Cells and Ranges
- Filter and Sort a Table
- Basic formulas: add, subtract, multiply, divide
- Cell references, direct and relative
- Perform calculations by using the SUM, MIN, MAX, COUNT, AVERAGE functions
- Perform logical operations by using the IF, SUMIF, AVERAGEIF, COUNTIF functions
- Create and format Charts
- Move charts to a chart sheet

LEARNING MATERIALS

You can find learning material (videos and articles) from Office 365 Training Center:

<https://support.office.com/en-us/office-training-center>

PowerPoint: <https://support.office.com/en-us/powerpoint>

Word: <https://support.office.com/en-us/word>

Excel: <https://support.office.com/en-us/excel>

Schedule for Computer Applications in Fall 2025

Instructor: Roman Stepanov

**STUDENTS WILL BE DIVIDED INTO GROUPS A AND B,
AND WILL BE INFORMED OF THEIR GROUPS ON MONDAY, AUGUST 25**

Course Schedule		
Session # and Date	Topics	Additional information
PRE-TEST SESSIONS Monday, Aug. 25 Classroom 3 13.45-15.45, group A Classroom 1 14.30-16.30, group B		Possibility to complete the Computer Applications tests (Word, Excel, Power Point) after self-studying beforehand
SESSION 1 Thursday, Aug. 28 Classroom 3 09.00-12.00, group B 13.00-16.00, group A	Course overview (0,5 h) MS Excel 365 (2.5 h) Key features: Syntax, Cell references, SUM, AVERAGE, COUNT, MIN and MAX.	
SESSION 2 Tuesday, Sept. 2 Classroom 3 13.00-15.00, group B 15.30-17.30, group A	Excel MS 365 (2h) Data Visualization 1: Creating Charts and Sparklines. VLOOKUP, INDEX, MATCH, SUMIF and COUNTIF.	
SESSION 3 Wednesday, Sept. 3 Classroom 3 13.00-15.00, group B 15.30-17.30, group A	Excel MS 365 (2h) Data Visualization 2: Pivot Tables and Conditional Formatting	
SESSION 4 Monday, Sept. 8 Classroom 3 13.00-15.00, group A 15.30-17.30, group B	Excel MS 365 (2h) Key Statistical Formulas: Mean, Median, Mode, Standard Deviation Variance and other inbuilt functions.	
SESSION 5 Monday, Sept. 15 Classroom 3 14.00-16.00, group A 16.15-18.15, group B	Word MS 365 (1h) Table of Contents and References PowerPoint MS 365 (1h) Structure, Animation and Hyperlinks	
SESSION 6 Monday, Sept. 22 Classroom 3 14.00-16.00, group A 16.15-18.15, group B		Test session (2h)
SESSION 7 Monday, Oct. 6 Classroom 3 16.15-18.15		Extra test session (2h) (for those who did not pass the first test)