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**MIS 201 Lab**

**Principles of Management Information Systems**

**Second Semester 1436/1437**

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**Outline:**

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| **Weeks** | **Topics** | **Points** |
| **3-5** | **Spreadsheets:**   * Creating and formatting a worksheet; * Performing calculations and using business related functions(); * Creating an appropriate chart; * What-if analysis; * Using spreadsheet to filter data based on several criteria, find specific information.   **Quiz 1** | **4** |
| **6-8** | **Databases:**   * Creating a database; * Creating a query, form, report;   **Quiz 2** | **4** |
| **9** | **Table of Content:**   * Creating a Table of Contents by Microsoft Word. * Updating a Table of Contents. | **3** |
| **10** | **EndNote:**   * Managing [references](http://en.wikipedia.org/wiki/Referencing) when writing essays and articles. |
| **11-12** | **MS Project Management:**   * Designed to assist a [project manager](http://en.wikipedia.org/wiki/Project_manager) in developing a plan, assigning [resources](http://en.wikipedia.org/wiki/Resource_(project_management)) to tasks, tracking progress, managing the [budget](http://en.wikipedia.org/wiki/Budget), and analyzing workloads.   **Quiz 3** | **4** |
| **Total** | | **15** |

**References:**

1. Microsoft® Office 2013: Post Advanced, 1st Edition, Misty E. Vermaat, Cengage Learning, 2014, ISBN-10: 1-285-16639-6, ISBN-13: 978-1-285-16639-1
2. The Companion Website provides additional resources that might be helpful to students, and it can be accessed at <http://www.prenhall.com/>.
3. http://www.free-training-tutorial.com/
4. http://endnote.com/training