

FINAL EXAM STUDY GUIDE

Word Test:

1. Center, Bold, Italics, Underline, change word size
2. Insert Date (You do not know the date)
3. Reference Footnotes
4. Bullets
5. Double spaced lines
6. Page number in the center of footer
7. Page Breaks
8. Insert Picture
9. Set up tab markers

Excel Test:

1. Center across selection and wrap text
2. Bold and center and right justified
3. Integer Currency, ex \$5 not \$5.00
4. Choose your own Color (Background and font)
5. Calculations. (Formulas will not be provided)
6. Pie chart (Highlight will be provided)
7. Bar chart (Highlight will be provided)

Power Point

1. Choose designated Design Template
2. Type your name in the footer
3. Add more slides
4. Bullets
5. Copy and Paste Pie Chart and Bar Chart from Excel Test
6. Add Custom Animation

Written Test

1. What does each device do? For example, Input Device is accepting data and statements from user. How about CPU, Output Device, and memory / secondary storage?
2. Identify what is hardware and what is software, for example, CPU is hardware and OS is software.
3. Size of storage (Match Column 1 with Column 2), for example, 1 MB is about one million bytes.
4. What is information processing cycle? (How computers get information and process it?)
5. Identify the difference between operating system and application software.
6. Know when to use Microsoft Word, Excel, Access, PowerPoint, FrontPage, and GIS.
7. Capability of read/write/erase on different types of optical disks
8. What are Network and Internet? (Know the terms of server, URL, ISP, e-commerce, web browser)
9. You will have problems like match two columns, multiple choices and fill in the blanks

Journey Across Time Final Exam Study Guide

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Table of Contents Journey Across Time Final Exam Study Guide

1. Understanding the eBook Journey Across Time Final Exam Study Guide
 - The Rise of Digital Reading Journey Across Time Final Exam Study Guide
 - Advantages of eBooks Over Traditional Books
2. Identifying Journey Across Time Final Exam Study Guide
 - Exploring Different Genres
 - Considering Fiction vs. Non-Fiction
 - Determining Your Reading Goals
3. Choosing the Right eBook Platform
 - Popular eBook Platforms
 - Features to Look for in an Journey Across Time Final Exam Study Guide
 - User-Friendly Interface
4. Exploring eBook Recommendations from Journey Across Time Final Exam Study Guide
 - Personalized Recommendations
 - Journey Across Time Final Exam Study Guide User Reviews and Ratings
 - Journey Across Time Final Exam Study Guide and Bestseller Lists
5. Accessing Journey Across Time Final Exam Study Guide Free and Paid eBooks

- Journey Across Time Final Exam Study Guide Public Domain eBooks
- Journey Across Time Final Exam Study Guide eBook Subscription Services
- Journey Across Time Final Exam Study Guide Budget-Friendly Options
- 6. Navigating Journey Across Time Final Exam Study Guide eBook Formats
 - ePub, PDF, MOBI, and More
 - Journey Across Time Final Exam Study Guide Compatibility with Devices
 - Journey Across Time Final Exam Study Guide Enhanced eBook Features
- 7. Enhancing Your Reading Experience
 - Adjustable Fonts and Text Sizes of Journey Across Time Final Exam Study Guide
 - Highlighting and Note-Taking Journey Across Time Final Exam Study Guide
 - Interactive Elements Journey Across Time Final Exam Study Guide
- 8. Staying Engaged with Journey Across Time Final Exam Study Guide
 - Joining Online Reading Communities
 - Participating in Virtual Book Clubs
 - Following Authors and Publishers Journey Across Time Final Exam Study Guide
- 9. Balancing eBooks and Physical Books Journey Across Time Final Exam Study Guide
 - Benefits of a Digital Library
 - Creating a Diverse Reading Collection Journey Across Time Final Exam Study Guide
- 10. Overcoming Reading Challenges
 - Dealing with Digital Eye Strain
 - Minimizing Distractions
 - Managing Screen Time
- 11. Cultivating a Reading Routine Journey Across Time Final Exam Study Guide
 - Setting Reading Goals Journey Across Time Final Exam Study Guide
 - Carving Out Dedicated Reading Time
- 12. Sourcing Reliable Information of Journey Across Time Final Exam Study Guide
 - Fact-Checking eBook Content of Journey Across Time Final Exam Study Guide
 - Distinguishing Credible Sources
- 13. Promoting Lifelong Learning
 - Utilizing eBooks for Skill Development

- Exploring Educational eBooks

14. Embracing eBook Trends

- Integration of Multimedia Elements
- Interactive and Gamified eBooks

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