FINAL EXAM STUDY GUIDE

Word Test:

- Center, Bold, Italies, Underline, change word size
- Insert Date (You do not know the date)
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Excel Test;

- Center across selection and wrap text
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- Pie chart (Highlight will be provided)
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Power Point

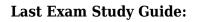
- Choose designated Design Template
- Type your name in the footer
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Written Test

- 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?
- Identify what is hardware and what is software, for example, CPU is hardware and OS is software.
- Size of storage (Match Column 1 with Column 2), for example, 1 MB is about one million bytes.
- What is information processing cycle? (How computers get information and process it?)
- 5. Identify the difference between operating system and application software.
- Know when to use Microsoft Word, Excel, Access, PowerPoint, FrontPage, and GIS.
- Capability of read/write/erase on different types of optical disks
- What are Network and Internet? (Know the terms of server, URL, ISP, ecommerce, web browser)
- You will have problems like match two columns, multiple choices and fill in the blanks

Last Exam Study Guide

H Kauffman



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