FINAL EXAM STUDY GUIDE

Word Test:

- Center, Bold, Italies, Underline, change word size
- Insert Date (You do not know the date)
- Reference Footnotes
- 4. Bullets
- Double spaced lines
- Page number in the center of footer
- Page Breaks
- Insert Picture
- Set up tab markers

Excel Test;

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

Power Point

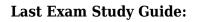
- Choose designated Design Template
- Type your name in the footer
- Add more slides
- Bullets
- Copy and Paste Pie Chart and Bar Chart from Excel Test
- 6. Add Custom Animation

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

B Lingard



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