

## **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

# Final Exam English Study Guide Template

**Clemens Wendtner**



## **Final Exam English Study Guide Template:**

**MCSA / MCSE: Windows Server 2003 Network Security Administration Study Guide** Russ Kaufman, Bill English, 2006-02-20 Here's the book you need to prepare for the Implementing and Administering Security in a Microsoft Windows Server 2003 Network exam 70-299 This Study Guide was developed to meet the exacting requirements of today's certification candidates In addition to the consistent and accessible instructional approach that earned Sybex the Best Study Guide designation in the 2003 CertCities Readers Choice Awards this book provides Clear and concise information on administering a secure Windows Server 2003 network Practical examples and insights drawn from real world experience Leading edge exam preparation software including a testing engine and electronic flashcards for your Palm You'll also find authoritative coverage of key exam topics including Implementing Managing and Troubleshooting Security Policies Implementing Managing and Troubleshooting Patch Management Infrastructure Implementing Managing and Troubleshooting Security for Network Communications Planning Configuring and Troubleshooting Authentication Authorization and PKI Note CD ROM DVD and other supplementary materials are not included as part of eBook file

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