

Computer Applications Test-Out Study Guide

Tuesday, January 31st, 2012

3:05 p.m.

Room C210, Fishers High School

Passing = 74% (each part)

Test Includes:

Part 1 - 75 multiple choice, if passed...

Part 2 – 3 part production (proctored by appointment)

Vocabulary

Word:

Fonts
Sizing handles
Insert Mode
Type over mode
Cell (in a table)
Business Letter vs. Personal Letter
Explanatory Notes

Excel:

Cell
Relative cell address
Absolute cell address
Row
Column
Range
Fill Handle
IF Function (and parts)
Goal Seek
Comparison Operators
Fixed vs. Floating Dollar Sign

Access:

Run Button
Statistics in queries
Database
Field
Primary Key
Redundancy

PowerPoint:

Slide
Slide View
.PPT file
Outlines and Outline View
Hierarchy
7X7 rule

Program Knowledge:

Word:

Spelling and Grammar Errors
Default paragraph alignment
Views (Print Layout vs. Normal)

Excel:

Determining a cell address (column, row)
What happens when cell data overflows cell width?

Access:

What does the run button look like?

PowerPoint:

Default slide layouts

How to:**Word:**

Displaying table gridlines
Setup a modified block letter (with letterhead)
Single space in a template
Setup a 4-line heading in an MLA report
Create custom tab stops
Setting up a header with page numbers
Move throughout a table
Create a hard page break
Create a works cited page (order of sources)

Excel:

Chart Wizard
Make an absolute cell address
Use the fill handle
Insert the system date (what function?)
Freeze Panes
Evaluating IF statements based on cell values
Display data with a floating dollar sign

Access:

Use wildcards in a query
Use comparison operators in a query
Showing an extra table in query design
Using zoom in the query window

Part 1 - 75 multiple choice questions.

You will help yourself greatly by taking the practice tests for Word 2010 Project 1, Excel 2010 Project 1, and Access 2010 Project 1.

http://www.cengage.com/cgi-wadsworth/course_products_wp.pl?fid=M20bl&product_isbn_issn=9781439078389

(These links are available at Mr. Griffin's FHS website or at www.MrGriffin.org, then select FHS.)