Computer Literacy Challenge Exam

Introduction

You have chosen to take the Computer Literacy Challenge exam, so you will be taking an abbreviated version of the final exam of the course. It has been designed to measure your knowledge of computing and your abilities with Microsoft Applications Word, Excel and PowerPoint. It is being made available to you in Blackboard. Once your paperwork is approved, and the course paid for, your name will be added to the course. An announcement will be sent to you from Blackboard to tell you that the course is available. You may start whenever you choose in the following seven (7) days. If you do not start within the seven (7) day window, the course will be closed.

You will have three hours to complete the four parts of the Exam: 60 minutes to complete Part I (Multiple Choice Exam), 35 minutes to complete Part II (MS Word), 60 minutes to complete Part III (MS Excel), and 25 minutes to complete Part IV (MS PowerPoint). You must score at least 70% on each part (I, II, III, and IV) of the exam to pass the challenge and receive 3 credits for Computer Literacy. If you do not pass, you must take the course COMP 1301.

Grading

Part I is a 50 question Multiple Choice test and is graded as you proceed. Parts II, III, and IV of the exam are to show your skill and abilities with MS Word, Excel and PowerPoint. Parts II, III, and IV of the challenge exam each have a separate folder and the appropriate assignment should be submitted in the correct assessment location within the folder created in the Blackboard course.

I want to caution you, once you open the folder for Part I or access the directions for Parts II, III, and IV, the time begins for that section. The test for that Part is timed and will close once the deadline has been reached and will not be accessible. If you have not submitted your work, you will fail that Part of the exam.

Study Guide

Part I of the test is on fundamental computer concepts, file management, cloud computing, and Internet basics. You are expected to know:

- What Is a Computer?
- Processing Hardware
- Input Devices
- Output Devices
- Connecting Peripheral Devices
- Data Representation
- Memory
- Storage Media
- Networks
- Data Communications
- The Internet
- Security Threats on Your Computer
- Computer Software
- Computing in the Cloud
- Putting It All Together
- Overview of Office 365 and Office on Demand

- Determining If You Have a Microsoft Account
- Understanding the SkyDrive App and the SkyDrive Desktop Application
- Moving Files Between SkyDrive and Your Computer
- Sharing Files and Folders on Your SkyDrive
- Understanding the Internet and the World Wide Web
- Starting the Internet Explorer App
- Understanding Search Engines

- Finding Information on the Web
- Starting the Internet Explorer Desktop Application
- Evaluating the Search Results
- Using the Information You Find
- Documenting Web Resources
- Exploring the Differences Between Windows 7 and Windows 8
- Organizing Files and Folder
- Exploring Files and Folders
- Managing Files and Folders
- Working with Compressed Files

Part II, III, and IV

For the final parts of the exam, you have been assigned to be the event planner for the annual stockholder's meeting of the fictional company. You will use MS Word, Excel, and PowerPoint to complete your assignment as planner by producing the newsletter announcing the annual meeting, completing and formatting of the company's yearly budget to be presented at the meeting, and developing the presentation of the budget for the annual shareholders meeting.

It is expected you know:

Word:

- Saving a Document
- Entering Text
- Using the Undo and Redo Buttons
- Correcting Errors as You Type
- Proofreading a Document
- Adjusting Paragraph and Line Spacing
- Adjusting the Margins
- Previewing and Printing a Document
- Creating an Envelope
- Opening an Existing Document
- Using the Spelling and Grammar Task Panes
- Changing Page Orientation
- Changing the Font and Font Size
- Applying Text Effects, Font Colors, and Font Styles
- Aligning Text

- Adding Paragraph Border and Shading
- Copying Formatting with the Format Painter
- Working with Pictures
- Getting Help
- Reviewing the Document
- Working with Comments
- Creating Bulleted and Numbered Lists
- Moving Text in a Document
- Using the Navigation Pane
- Finding and Replacing Text
- Working with Styles
- Working with Themes
- Reviewing the MLA Style
- Indenting a Paragraph
- Inserting and Modifying Page Numbers

- Creating Citations and a Bibliography
- Working with Headings in the Navigation Pane
- Collapsing and Expanding Body Text in the Document
- Inserting a Blank Table
- Entering Data in a Table
- Selecting Part of a Table
- Sorting Rows in a Table
- Inserting Rows and Columns in a Table
- Deleting Rows and Columns
- Changing Column Widths
- Formatting Tables with Styles
- Setting Tab Stops
- Creating Footnotes and Endnotes
- Hyphenating a Document
- Formatting a Document into Sections
- Creating SmartArt
- Adding Headers and Footers
- Inserting a Cover Page
- Changing the Theme
- Reviewing a Document in Read Mode
- Using Continuous Page Breaks to Enhance Page Layout
- Inserting Symbols and Special Characters
- Introduction to Working with Objects
- Inserting Text Boxes
- Inserting Drop Caps
- Formatting Text with WordArt
- Working with Pictures
- Balancing Columns
- Inserting a Border Around a Page
- Saving a Document as a PDF
- Converting a PDF to a Word Document

Excel:

- Exploring a Workbook
- Closing a Workbook
- Planning a Workbook
- Creating a New Workbook
- Entering Text, Dates, and Numbers
- Resizing Columns and Rows
- Adding Formulas to a Worksheet
- Simplifying Formulas with Functions
- Modifying a Worksheet
- Using Flash Fill
- Formatting a Worksheet
- Printing a Workbook
- Viewing Worksheet Formulas
- Saving a Workbook with a New Filename
- Formatting Cell Text
- Working with Fill Colors and Backgrounds
- Using Functions and Formulas to Calculate Sales Data
- Formatting Numbers
- Formatting Worksheet Cells
- Exploring the Format Cells Dialog Box
- Using the Average Function
- Applying Cell Styles
- Copying and Pasting Formats
- Finding and Replacing Text and Formats
- Working with Themes
- Highlighting Cells with Conditional Formats
- Formatting a Worksheet for Printing
- Making Workbooks User-Friendly
- Using Excel Functions
- Referencing Function Results in a Formula
- Interpreting Error Values
- Exploring Cell References
- AutoFilling Formulas and Data
- Working with Date Functions
- Counting Cells
- Working with Logical Functions
- Using a Lookup Function
- Performing What-If Analysis
- Introduction to Financial Function
- Creating a Chart
- Working with Chart Elements
- Performing What-If Analysis with Charts
- Creating a Column Chart
- Creating a Line Chart
- Absolute Reference
- Working with Axes and Gridlines
- Formatting Data Markers
- Formatting the Plot Area
- Creating a Combination Chart
- Editing a Chart Data Source
- Creating Sparklines
- Creating Data Bars
- Inserting a Watermark

Power Point:
- Plan and create a new presentation
- Create a title slide and slides with bulleted lists
- Edit and format text
- Move and copy text
- Convert a list to a SmartArt diagram
- Duplicate, rearrange, and delete slides
- Close a presentation
- Open an existing presentation
- Change the theme and theme variant
- Insert and crop photos
- Modify photo compression options
- Resize and Move objects
- Create speaker notes
- Check the spelling
- Run a slide show
- Print slides, handouts, speaker notes, and the outline
- Apply a theme used in another
- presentation
- Insert online pictures
- Insert shapes
- Format shapes and pictures
- Rotate and flip objects
- Create a table
- Modify and format a table
- Insert symbols
- Change the proofing language
- Apply and modify transitions
- Animate objects and bulleted
- lists
- Change how an animation
- starts
- Add video and modify
- playback options
- Understand animation effects
- applied to videos
- Trim video and set a poster frame
- Compress media
- Add footers and headers