

Practical Exam (on the computer):**Microsoft Word:**

Student should be able to:

- Type a document, report, or letter.
- Insert a header/footer.
- Change the margins.
- Change the font size or style.
- Spell check your work.

Microsoft Excel:

Student should be able to:

- Create a spreadsheet.
- Type in formulas to derive the correct solutions.
- Utilize mathematical operators (+, -, *, /) and functions (sum, average, max, min, count) to calculate answers.
- Create a chart given a specific data range.
- Title the chart and include data labels.

Microsoft Access:

Student should be able to:

- Create a blank database.
- Create a table in design view.
- Enter data/records in datasheet view.
- Merge the database/table into a Word document.

Written Exam (100 questions)**Students should know the following terminologies & definitions****MICROSOFT WORD**

- Word processing software package.
- Allows the user to produce documents, such as: letters, memos, reports, flyers, brochures, desktop publishing,
- Ribbons– Tab, Command and Group Ribbons allows the user choices.
- Icons – Small pictures to remind you of each button's function.
- Word wrap – Words wrap around to the next line when they will not fit on the current line.
- When saving a file for the first time, or if changing to a different location or different format, choose the Save As command.
- Portrait Orientation – Page that is longer than it is wide. Page Layout Tab
- Landscape Orientation – Page Wider than it is long. Page Layout Tab
- Backspace – Deletes the character to the left of the insertion point.
- Delete – Removes the character to the right of the insertion point.
- Font size is determined by measuring the height of characters in units called points. There are 72 points in an inch.
- Indent – The space you insert between text and a document's margin. Page Layout Tab
- Line spacing – The amount of space between the lines of text. Home Tab, Paragraph Group
- Margins – Blank areas around the top, bottom, and sides of a page. Set in Page Layout Tab
- Sorting arranges a list of words or numbers in order. Home Tab, Paragraph Group
- § Ascending – A to Z
- § Descending – Z to A
- Thesaurus – Useful feature for finding a synonym (word with similar meaning) for a word in your document.
- Desktop publishing – The process of combining text and graphics, to create attractive documents.
- WordArt – Lets you transform text into a graphic object. Insert Tab

To create bullets, go to Home tab, Bullet icon in Paragraph Group, choose bullet, choose define bullet.

- To insert a header/footer, go to Insert Tab, Header and Footer.

Word Keyboard Shortcuts:

- End – Moves the insertion point to the end of a line.
- Home – Moves the insertion point to the beginning of a line.
- Ctrl+right arrow – Moves the insertion point to the next word.
- Ctrl+left arrow – Moves the insertion point to the previous word.
- Ctrl+End – Moves the insertion point to the end of the document.
- Ctrl+Home – Moves the insertion point to the beginning of the document.

Correspondence:

Memos: informal communication used within a company

Personal Business Letters: written, typed, and signed by you addressed to a business regarding a personal matter. i.e. letter of application

Business Letters: letterhead stationary, from business to business or business to client/customer

Block Style: everything begins at left margin; no indentation

Open Punctuation: No punctuation after salutation or closing lines.

MICROSOFT EXCEL

- Spreadsheet software package.
- Spreadsheet is a grid of rows and columns containing numbers, text, and formulas.
- Purpose of a spreadsheet – To solve problems that involve numbers and to complete complex and repetitious calculations accurately, quickly, and easily.
- Worksheet – Computerized spreadsheets.
- Columns – Appear vertically and are identified by letters at the top of the worksheet.
- Rows – Appear horizontally and are identified by numbers on the left side of the worksheet.
- Cell – The intersection of a row and column and is identified by a cell reference (the column letter and row number). Ex.: C4, E12.
- Formula Bar – Appears directly below the toolbar in the worksheet and displays a formula when the cell of a worksheet contains a calculated value.
- Range – A selected group of cells.
- AutoFit – Allows Excel to determine the best width of a column.
- Fill Command – Copies data into adjacent cells. (Includes up, down, left, and right.)
- Freezing – Keeps a row or column titles on the screen no matter where you scroll in the worksheet.
- Protecting a worksheet – Prevents anyone from making changes to it by accident.
- Formula – An equation used to calculate values in a cell.
- Absolute cell references do not change when moved or copied to a new cell. Insert a dollar sign before the column letter and/or new row number of the cell reference you want to stay the same.
- Cell comment – A message that explains or identifies information contained in the cell.
- Data can be sorted in either ascending or descending order.
- Chart – A graphical representation of data contained in a worksheet.
- To create a chart – Selects cells to be charted, Go to Insert Tab, Chart Group and choose chart.

Order of Operations: (*Hint: "Please excuse my dear aunt Sally")

1. Parentheses ()
2. Exponentiation ^
3. Multiplication * and Division /
4. Addition + and Subtraction -

Functions:

- Sum – Totals/adds the numbers in a range.
- Average – Displays the average of the values in a range.
- Count – Displays the number of cell values in a range.
- Max – Displays the largest/highest number contained in the range.
- Min – Displays the smallest/lowest number contained in the range.

Excel Keyboard Shortcuts:

- Ctrl+End – Moves to the last cell containing data.
- Ctrl+Home – Moves to cell A1.
- F5 or Edit/Go To – Moves to a specific cell.

MICROSOFT ACCESS

- Database software package.
- Record – A complete set of data that appears as a row or all entries on one entire form.
- Field – categories of data that appear as columns in the table object.
- § Design – Allows the user to create/edit an object,
- § Datasheet View – Allows the user to enter data and records, similar to a spreadsheet. Create, add, or delete field names, select data types, and adjust field sizes in the Design view.
- Filter – Provides a way to display selected records in a database more easily than using queries.
- Sorting: 2 ways
- § Ascending – Arranges records from A to Z or smallest to largest.
- § Descending – Arranges records from Z to A or largest to smallest.
- Merge – To combine or integrate Word with Access.

Access Field Data Types:

- Text – Holds letters and numbers. (Use for names and addresses.)
- Memo – Can hold thousands of characters. (Use for long sentences.)
- Number – Holds numeric data.
- Date/Time – Holds dates and times.
- Currency – Formatted for dealing with currency.
- Yes/No – Holds the values Yes/No, True/False, or Off/On.

Database Objects:

1. Table – Store data in a format similar to that of a worksheet.
2. Query – Search for and retrieve data from tables based on given criteria.
3. Form – Allows you to display data in a custom format—1 form = 1 record. Used to collect data.
4. Report – Displays data in a custom format and is suited for printing and summarizing data.

MICROSOFT POWERPOINT

- Is a presentation software package.
- You can use PowerPoint to create slides, outlines, speaker's notes, and audience handouts.
- Presentations can include text, clip art, graphs, tables, charts, sound, or video clips.
- Design Templates – Predesigned graphic styles that can be applied to your slides. Design Tab
- Printing: Print Handouts, so that multiple slides are printed on a single page.
- Master/Slide Master – Controls the formatting for all of the slides in the presentation. You can use the Slide Master to change the font, size, color, style, alignment, spacing and background. View Tab
- Slide Transitions – Determine how one slide is removed from the screen and how the next one appears.
- Animations—action that is applied to objects/text/pictures on the slide.

PowerPoint Views:

- Normal View – Has three panes: the slide pane, the outline pane, and the notes pane.
- Slide Show – Runs the presentation/show.
- Slide Sorter View – Displays miniature versions of the slides on screen so that you can move and arrange slides easily by dragging.
- Outline View – Enlarged so you can more easily develop and organize the content (writing) of your presentation.

INTERNET

- Internet – A vast network of computers linked to one another. The Internet allows people around the world to share information and ideas through Web pages, newsgroups, mailing lists, chats, e-mail, and electronic files.
- World Wide Web – A system of computers that share information by means of hypertext links on "pages."
- Uniform Resource Locators (URLs) – The Web uses URL addresses to identify hypertext documents.
- Intranet – A company's private Web.
- Home Page – The first page that appears when you start your browser.
- Web Browser – Software used to display Web pages on your computer.

CAREERS

- Q-Brief—tool used for job application by those with little or no job experience. Emphasizes successes
- Resume—for the applicant w/job experience
- Letter of application/Cover letter—introduces you to the prospective employer. Send w/Resume or Q-Brief

Name

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- Follow-up letter—goes out after interview to thank interviewer
- Career Website: www.bridges.com explore career opportunities, take interest survey, find out about high school course choices, prepare for college, etc.

BE SURE TO REVIEW YOUR STUDY GUIDES AND TESTS FROM THE SEMESTER!!!!