Computer Literacy Competency Exam Study Guide 2

You should be able to perform the following functions in each of the applications listed:

1. **Microsoft Word**
   - Enter text into a blank document
   - Format font:
     - size, type, color, etc.
   - Align text
   - Change line spacing
   - Spelling/grammar tools
   - Insert pictures from clip art and the Internet
   - Format pictures and clip art
   - Copy, cut and paste
   - Create and format tables
   - Selecting text by word, sentence, paragraph
   - Use print preview and print functions
   - Use header and footers
   - Use Page Setup features
   - Using indents and tabs
   - Insert page breaks
   - Create Hyperlinks
   - Find and replace text
   - Use and format columns
   - Use and format borders and shading
   - Create and format Word Art
   - Use/format bullets and numbering
   - Use the features of the drawing toolbar

2. **Microsoft Excel**
   - Understand the Excel spreadsheet window
   - Enter text and numbers in cells
   - Cut, copy, and paste text
   - Insert/delete rows, columns, cells
   - Select a cell and select a range of cells
   - Change cell size, column width and row height
   - Format a worksheet, including the following:
     - format font: numbers, text
     - format cells: color, size, borders, shading, etc.
   - Align text
   - Use the merge and center function
   - Rotate text
   - Use AutoSum
   - Use AutoFill and the fill handle
   - Enter formulas
   - Use the paste function for formulas
   - Insert and format pictures, word art, clip art
   - Use the features of the drawing toolbar
   - Name worksheets
   - Sorting columns
3. Microsoft PowerPoint
   - Create a slide show from a blank presentation or design templates
   - Understand the different PowerPoint views
   - Use different slide layouts
   - Add slides to an existing presentation
   - Create bulleted lists
   - Change line spacing
   - Insert/format clip art, pictures, backgrounds, colors
   - Use the drawing toolbar to add effects to slides
   - Use header and footers
   - Apply animation effects to text and objects
   - Apply slide transitions and timings
   - Copy, cut and paste from slide to slide
   - Apply designs and backgrounds
   - Set slide timings and animation effects to automatic during a slide show
   - View a slide show

4. Access
   - Open Access and create a new database; save the database
   - Set field properties
   - Enter data into a database
   - Build and run a query
   - Create a report
   - Sort data in a report

5. Internet Usage
   - Using whatever method is comfortable for you, you should be able to use the Internet to:
   - Find information related to specific topics
   - Answer questions on certain topics
   - Use search engines to find information