

# 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