

Computer Literacy Competency Exam Information and Study Guide

The Computer Literacy Competency Exam consists of two parts: an objective assessment and a hands-on assessment of Microsoft Office 2007 skills. The objective assessment consists of multiple choice questions. The objective segment tests the student's knowledge of Microsoft applications that include: Word, Excel, PowerPoint, and Access. The hands-on segment consists of four sections:

- **WORD:** Student will complete one or more documents utilizing Microsoft Word 2007.
- **EXCEL:** Student will complete a spreadsheet and chart utilizing Microsoft Excel 2007.
- **POWERPOINT:** Student will construct a slide show utilizing Microsoft PowerPoint 2007.
- **ACCESS:** Student will create a database, query, and report utilizing Microsoft Access 2007.

This study guide includes the course content of a basic Computer Literacy course. Before taking the exam on the second day of the workshop/exam session, students should review the study guide and other study materials located in SAKAI Resources. The test will assess the student's knowledge of this material. A student must pass the exam with a 70% or better to be considered to have satisfied Tusculum College's requirement for computer literacy and be allowed to waive the requirement of a computer literacy course.

The following texts are recommended references for review purposes:

Microsoft™ Office 2007: Introductory Concepts and Techniques – Windows Vista Edition - Gary B. Shelley, Thomas J. Cashman, Misty E. Vermaat

Microsoft Office 2007, Volume I, Volume 1, Third Edition, Grauer, et al. Prentice Hall, Upper Saddle River, NJ, Columbus, OH, or,

Any Microsoft Office 2007 text located in the Garland Library

The following boxes provide general skills ordinarily covered in any Introductory Computer Course such as CISC 100 - "The Computer As A Tool".

WORD SKILLS

- Use the Undo, Redo, and Repeat command
- Apply font formats (Bold, Italic and Underline)
- Use the Spelling, Thesaurus and Grammar features
- Insert page, section and column breaks
- Highlight text in document
- Insert and move text
- Cut, Copy, Paste, and Paste Special
- Copy formats using the Format Painter
- Select and change font and font size
- Find and replace text
- Apply character effects
- Insert date and time
- Insert symbols
- Utilize AutoCorrect feature
- Align text in paragraphs
- Add bullets and numbering
- Set character, line, and paragraph spacing options
- Apply borders and shading to paragraphs
- Use indentation options
- Use and set Center, Decimal, Left and Right Tabs
- Create an outline style numbered list
- Set tabs with leaders
- Print a document
- Use print preview
- Use Web Page Preview
- Navigate through a document
- Insert page numbers
- Set page orientation
- Set margins
- Use GoTo to locate specific elements in a document
- Create and modify page numbers
- Create and modify headers and footers
- Align text vertically
- Create and use newspaper columns
- Revise column structure
- Apply styles
- Create sections:
(with formatting that differs from other sections)
- Use save
- Locate and open an existing document
- Use Save As (different name, location or format)
- Create a folder
- Create a new document using a Wizard
- Save as Web Page
- Use templates to create a new document
- Create Hyperlinks
- Use the Office Assistant
- Create and format tables
- Add borders and shading to tables
- Revise tables (insert and delete rows and columns, change cell formats)
- Modify table structure:
(merge cells, change height and width)
- Use the drawing toolbar
- Insert graphics into a document

EXCEL SKILLS

- Working with Worksheets and Workbooks
- Enter text, dates, and numbers
- Edit cell content
- Go to a specific cell
- Clear cell content
- Use Cut, Copy, Paste, Paste special
- Use Undo and Redo
- Use Find and Replace
- Clear cell formats
- Work with series (AutoFill)
- Create hyperlinks
- Working with Files
- Use Save and Save As
- Locate and open an existing workbook
- Create a folder
- Use templates to create a new workbook
- Save a worksheet as a Web Page
- Use the Office Assistant
- Apply font styles (typeface, size, color, and styles)
- Apply number formats
- Modify size of rows and columns
- Modify alignment of cell content
- Use the Format Painter
- Apply autoforamt
- Apply cell borders and shading
- Merge cells
- Rotate text and change indents
- Define, apply, and remove a style
- Page Setup
- Print and Print Preview areas and worksheets
- Change page orientation and scaling
- Set page margins and centering
- Insert and remove a page break
- Set and print an area
- Clear a print area
- Set up headers and footers
- Set print titles and options
- Insert and delete rows and columns
- Hide and unhide rows and columns
- Freeze and unfreeze rows and columns
- Change the zoom setting
- Move between worksheets in a workbook
- Check spelling
- Rename, insert, and delete worksheets
- Move and copy worksheets
- Enter a range within a formula by dragging
- Enter formulas in a cell and use the formula bar
- Revise formulas
- Use references (absolute and relative)
- Use AutoSum
- Use functions
(AVERAGE, SUM, COUNT, MIN, MAX, IF, ETC.)
- Use date functions (NOW and DATE)
- Create and modify charts

ACCESS SKILLS

- Create a new database
- Set field properties
- Enter data into a database
- Run a query
- Run a report
- Sort data in a report

POWERPOINT SKILLS

- Create a Presentation
- Use wizards and templates
- Delete slides
- Navigate among different views
(slide, outline, sorter, tri-pane)
- Copy , move, and cut slides
- Insert headers and footers
- Send a presentation via e-mail
- Change the order of slides (Sorter view)
- Find and replace text
- Change the layout for one or more slides
- Modify the Slide Master
- Modify slide sequence in the outline pane
- Apply a design template
- Work with Text
- Check spelling
- Change and replace text fonts
- Import text from other applications
- Change the text alignment
- Create a text box for entering text
- Use the Office Clipboard
- Use the Format Painter
- Promote and Demote text
- Work with Visual Elements
- Add a picture from the ClipArt Gallery
- Use WordArt and the Drawing Toolbar
- Apply formatting
- Add text to a graphic object
- Scale and size an object including ClipArt
- Create tables within PowerPoint
- Rotate and fill an object
- Customize a Presentation
- Add AutoNumber bullets
- Add speaker notes
- Add graphical bullets
- Add slide transitions
- Animate text and objects
- Create Output
- Preview presentation in black and white
- Print slides in a variety of formats
- Print audience handouts
- Print speaker notes in a specified format
- Start a slide show on any slide
- Use on screen navigation tools
- Print a slide as an overhead transparency
- Use the pen during a presentation
- Save changes to a presentation
- Save as a new presentation
- Publish a presentation to the Web

** This study guide is not intended to be exhaustive, and the test may include questions/tasks related to any of the information included above.