

Basic Computer Skills Competency Exam

Introduction to Information Systems and Software

The main purpose of this exam is to assess students understanding of using the most common office applications. Currently the exam is based in Microsoft Office 2010 software, and concentrates on Word, Excel, Access, and PowerPoint. At the successful completion of the exam students are waived from any courses requiring basic computer skills demonstrated by completing BI 107, 108 and/or 109. Items in **bold** are tested on all versions of the exam. Items in plain text are not on all versions of the exam.

Excel (Similar to BI 107)

- Develop a worksheet/book
- Enter and edit text and values
- Adjust column width and row height
- Open, save, close, and print a worksheet or workbook
- **Work with cell ranges**
- Name cell ranges
- Copy ranges to other locations
- Format text and numbers
- **Enter and edit formulas and functions**
- **Use the SUM, IF, VLOOKUP, PMT, FV, AVERAGE, and other statistical and financial functions**
- Manually calculate a worksheet, if auto calculate feature is turned off.
- Set and change program options including calculation, default file location, etc.
- **Use a relative, absolute and mixed cell reference**
- **Apply various formatting to text including indenting, rotating, and colors within a cell**
- Insert and work with graphics in a worksheet, Word art and other graphics features
- **Create and use charting features**
- Selecting chart data
- Embed or link a chart into Word documents
- Add a chart as a new sheet
- **Manipulate chart options, including chart type, legends, wall, series, category titles, etc.**
- Formatting chart elements
- Add or remove data labels
- Changing series colors, shapes
- Add a text box and other graphic elements to a chart
- **Work with various types of charts such as Pie, line, bar, area, etc.**
- Explode a pie chart series
- Change tab names
- **Set and change page setup features, including print area, margins, alignment, headers and footers, etc.**
- **Work with large worksheets**
- **Create Formulas involving multiple sheets**

- Perform a what-if analysis, by manually changing data
- **Perform what-if analysis using goal seek**
- Sorting worksheets
- Creating subtotals in worksheets

Access (Similar to BI 108)

- Plan a simple database
- **Create a blank database and build new tables**
- Create a database using the Database Wizard
- **Define tables, fields and properties for each**
- **Define a primary key**
- Enter and edit data
- Format a table's datasheet view, including column width, fonts and color
- Modify field definitions
- Modify page setup and print a table's datasheet
- Navigate a large datasheet using keyboard and the navigation bar
- **Create a basic query using the query wizard or design view**
- **Create basic forms using wizard**
- **Create basic reports using wizard**
- Enter data using a form
- Sort in a query on one or more fields
- Perform a simple join query
- Create and use compound queries
- Create and use calculated fields
- Create and use aggregate queries
- **Modify properties of forms and reports to improve appearance**
- Perform simple manipulation of controls on form or report
- **Define and set referential integrity, and choose proper cascade options**
- **Define several types of reports and their uses**
- **Design a simple database**

Word and PowerPoint (Similar to 109)

- Create a document from scratch
- Create a document using a template
- Use views to increase productivity
- Move through a document using all the navigation tools, including arrows, scroll bars and go to
- **Check spelling and grammar and use the thesaurus**
- **Use the grammar checking features to improve writing**
- Use autocorrect, auto complete, and smart tags
- **Save files in folders, create new folders, and move files between folders**
- Insert page, column and section breaks
- Select characters, words and paragraphs
- Format paragraphs and text using line spacing, fonts, and other character effects.

- Work with graphic images within a file, as well as retrieve graphics from various sources to use in documents
- Move and resize images
- Cut, copy and paste text within a document and between documents or other applications
- Use drag and drop
- Find and replace text
- **Adjust page and margin settings, indents, and other paragraph formatting**
- Use font styles effectively
- Use the format painter
- Set and change tab stops, leaders
- Insert and format tables
- Sort text within a document
- **Use style sheets to format a document**
- Create lists, including numbered lists and bullet lists
- Use autosshapes
- Create and format a research paper to one of the major style guides, preferable APA and or MLA
- Use the outline features of word
- **Insert and use footnotes**
- **Use and format page headers and footers, section header and footers, including page numbering**
- **Generate a table of contents**
- **Add a cross reference**
- Add figure captions
- Use a cross reference hyperlink
- Insert web hyperlinks
- **Print documents, specific pages or sections of a document**
- **Create and work with tables**
- Discuss several types of presentations, such as to inform, update on progress, etc.
- Create a presentation using the auto content wizard
- Create a presentation from scratch
- **Apply a template or change a presentation template**
- Change the order of slides in a presentation
- **Apply basic custom animation schemes, including slide transition and text animation**
- **Promote and demote points on a slide**
- Describe a slide master and what it's purpose is
- **Make simple changes to a slide master**
- **Insert different types of graphics into a presentation**
- Insert a table into a presentation
- Present a slide show using the viewer, including freehand annotations