

Practice CBE

Below is a practice credit by exam, review the information and complete the activities to help you prepare for the CBE. The CBE will consist of:

1. Computer Systems (25 points) (**Suggested Time Allotment 15 min**)
2. Microsoft Excel (25 points) (**Suggested Time Allotment 45 min to 1 hr**)
3. Microsoft Word (25 points) (**Suggested Time Allotment 30 min**)
4. Microsoft PowerPoint (25 points) (**Suggested Time Allotment 30 min**)

Section 1: Computer Systems

The best way to prepare for this section is to review the document titled Final Exam Study Guide.

- This section will include 10 questions (5 true/false and 5 multiple choice)
- Be prepared to give
 - a correct answer if true/false answer is false
 - a short explanation of the multiple choice answer

Section 2: Microsoft Excel

Instructions: Use the Muppet Data spreadsheet to calculate and format one data worksheet, add a second worksheet within the workbook that includes a chart to visually display your findings then analyze the information.

Data Sheets:

- Change the name on Sheet 1 to First Shift Muppets.
- In the blank column after the Schedule columns, enter a formula that calculates the weekly cost for each Muppet. Make sure to label the column appropriately.
- In the blank column next to the newly created Weekly Cost column, enter a formula to calculate percentage of total weekly cost attributed to each Muppet. NOTE: You may need to complete this step out of order.
- Create a total row and calculate the totals for the two columns you just created as well as the Hours Per Week column.
- Calculate the total hours for each day on the schedule.
- Find average age and average hourly rate for each Muppet
- You were just notified that a new Muppet was hired; add the following data to the spreadsheet.
*Larry, 19 Old Fish St, Hollywood, CA. Age 20. Salary \$14.00 per hour. 20 hours a week.
Work schedule: 5 hours per day, Monday, Tuesday, Wednesday and, Friday.*

Summary Sheet:

- Insert a New Worksheet and name the sheet Muppet Summary. In cell A1 insert a title describing the data
- Move the Muppet Summary sheet so it is located in front of the other worksheets in the workbook.
- Starting in Column B row 2, create 3 columns titled: Average Hourly Rate, Total Scheduled Hours and Total Muppet Cost.
- Starting in row 3, create 3 rows titled: First Shift Muppets, Second Shift Muppets and Total.
- Populate the summary sheet by using a formula to link the data from the appropriate worksheet into the Muppet Summary Sheet.
- Calculate the total for the total scheduled hours and total Muppet costs.
- Create a column chart using nonadjacent cells to compare the total employee costs for the first shift Muppets and second shift Muppets.

Analysis Sheet:

- Answer the questions on the Analysis Sheet by typing your analysis of the data in the blue boxes.

Formatting Worksheets:

- Format all sheets according to the formatting techniques identified in class.
 - Include titles, headings and total **cell styles**, **Auto-fit** all sheets for visibility
 - Format any **financial** data and **percentages** with the correct number group command.

Section 3: Microsoft Word

Instructions: Use Microsoft Word to create an attractive flyer for a birthday party

Create another word document containing a simple, yet **visually attractive** one page document such as an invitation to a party, a recipe, a fundraising event, or a business flyer. Be creative and demonstrate the following skills:

- Use word art for the title of the document
- Center align the Title of this document
- Bold at least one line of text
- Italics at least 3 word in the text
- Underline at least one line of text
- Use two different fonts within the document
- Use two different font sizes within the document
- Insert a graphic
 - Change the text wrapping to square
 - Using the Formatting Tools Tab to change the picture style, shape, border and or effect
- Insert a Text Box from the Shapes Command and write something in the box
 - Change the look of the Text Box using the Text Box Tools Tabs
- Bullet a portion of the text with customized bullets
- Include a Table
 - Format the Table using the Design and Layout Tools Tabs
- Insert your name in the header
- Insert the date in the footer

Section 4: Microsoft PowerPoint

Instructions: Use the attached policy to create a **five slide** power point.

Sample Policy

Structural and landscape pests, as well as the pesticides used to control them, can pose significant hazards to people, property and the environment. It is known that children have a relatively higher risk from exposure to pesticides than do adults exposed at the same levels. Proportionally, they have a higher respiratory rate and eat/drink more than adults.

In addition, children have a natural tendency to put objects in their mouth, and spend more time on or near the ground than adults. A child's neurological system is still developing and is more susceptible to chemicals in their environment compared to adults. With these cultural and biological differences, children have a higher potential for pesticide poisoning than adults.

The district/facility is implementing this IPM program to effectively manage pests, while reducing the chance of accidental exposure of pesticides to children and staff. Over time, this proactive approach will control pests more effectively than just using pesticides alone.

To help you organize your slides use the following guiding questions to develop a structure for your presentation:

1. What is the issue?
2. What effect is this issue having on children?
3. Who is implementing the Policy?
4. What is the purpose of the Policy?
5. What is the potential result if the policy is not adhered to?

When creating your PowerPoint Presentation you must include the following skills in your slides:

- Use three different slide layouts, one slide must be a title slide
- Apply a Design Theme
- Change the Theme Color
- Insert and modify 3 graphics
- Bullet text on one slide
- Include a multilevel bulleted list on one slide
- Insert and modify SmartArt on one slide
- Animate the slide show with at least 3 slide transitions
- Use 3 text animations
- Insert 1 Sound Media Clip from the Clip Organizer
- Insert a Footer on each slide with your last name and the page number
- Include notes on one slides that would help you if you were to actually present this PowerPoint