

CAP110

Credit By Exam Study Guide

Section 1: Computer Systems

The following information will be tested in the Computer Systems section of the exam:

- Knowledge of different **hardware** devices such as memory and storage devices, input-output devices, peripherals.
 - Understanding different types of computers, the system unit and **how the computer works**.
 - Knowledge of **software applications and operating systems**, networks and **searching the internet**
 - Basic understanding of **computer viruses and malware**.
 - Knowledge of **Outlook Web Access**.
 - Knowledge on the use of **social media** including Facebook and other social networks.
 - Knowledge on the **management of files and folders** in the Windows environment.
 - Understanding of **computers** and their **components**.
-

Section 2: Microsoft Excel

The following skills will be tested in the Excel section of the exam:

- **Saving** a workbook to a local computer.
- **Inserting** and **moving** worksheets within a workbook.
- Management of a worksheet, including actions such as **resizing, inserting and deleting rows & columns, merging** cells, entering **data**, and **formatting cells** using **currency, percentage, numbers, dates, and text** formatting.
- Working with **functions** including SUM, MIN, MAX, and AVERAGE. **Copying formulas**, including the use of **relative and absolute references**.
- Creating **formulas** such as adding, subtracting, multiplying and dividing data in cells.
- **Formatting cells** in your worksheet, including **styles, borders, fill, font color, and bold text**.
- Creation and management of **charts** (pie, column, bar, line), based on data provided or entered into a worksheet. **Formatting** of titles, axes, data labels and legends.
- **Meaningful labeling** of columns, rows, tables, charts and sheets, as exemplified by the case studies in the text book.
- Properly refer to data on another worksheet using a **Multi worksheet formula**.
- **Analyze** the data on the worksheets and provide a meaningful written response.

Section 3: Microsoft Word

The following skills will be tested in the Word section of the exam:

- **Creating and saving** a new Word document.
- **Entering and formatting text** – the use of font types, font sizes, bold, underline, and italics.
- **Text alignment** – including left, right, centered, and justified text as well as **Line and paragraph spacing**.
- The use of **special text effects** including glow, reflect, shadow, and outline.
- Insertion and management of **pictures & clip art**, including **text wrapping**, and **special effects** such as picture frames, fading, color wash, and other special formatting tools.
- Inserting **Page Borders** and modifying them with art and/or color
- The use of **standard and custom bullets** and **numbered lists** in text. Indenting and management of **multi-level indents**.
- Use of **tables** to display structured information, with both pre-defined and manually created table formats. Management of data in tables, including formatting of that data.
- Insert **Headers** and **footers** and modify **margins**.

Section 4: Microsoft PowerPoint

The following skills will be tested in the PowerPoint section of the exam:

- **Creating and saving** a new PowerPoint presentation.
- **Creating slides** with different **slide layouts**.
- **Entering and formatting text** on all areas of a slide including titles and content.
- **Application** and customization of **design themes**.
- Management of **headers and footers** in a presentation.
- Management of **bullets** and **blocks of text**.
- **Insertion** and **formatting** of **images** on a PowerPoint slide, including use of **special effects** and **formatting tools**.
- **Creation** and proper use of a **SmartArt** graphic on a PowerPoint slide.
- Layout of slides to be **visually attractive** as exemplified by the cases provided in your text.
- **Animations** of text and images within a slide.
- **Transitions** between slides.