
CSA Objectives

FILE MANAGEMENT OBJECTIVES

Below is a list of objectives that will be covered in the Windows section of the CSA exam.

- ✓ Create a folder
- ✓ Move a file
- ✓ Rename a folder
- ✓ Delete a file
- ✓ Create a shortcut on the Desktop
- ✓ View folder properties
- ✓ Search for a file
- ✓ Empty the Recycle Bin
- ✓ Preview the contents of a specified file
- ✓ Display the contents of a drive
- ✓ Display the contents of a folder
- ✓ Go to a location using the Address bar
- ✓ Display and hide files and folders
- ✓ Save and close a document
- ✓ Save a file as a different file type
- ✓ Display the properties of a folder
- ✓ Start a program from a desktop icon
- ✓ Hide and show windows
- ✓ Use Help
- ✓ Select text
- ✓ Maximize, Minimize and Restore windows
- ✓ Define Internet connections
- ✓ Internet Privacy

WORD OBJECTIVES

Below is a list of objectives that will be covered in the Word section of the CSA exam.

- ✓ Add a row to a table
- ✓ Align text
- ✓ Apply text wrapping options to clip art
- ✓ Bold text
- ✓ Change font style and size
- ✓ Change margins
- ✓ Copy a picture
- ✓ Copy and paste text in a document
- ✓ Copy text from one document to another document
- ✓ Create a new paragraph
- ✓ Crop a picture
- ✓ Display non printing characters
- ✓ Display the Clipboard
- ✓ Edit text
- ✓ Enter text into a table
- ✓ Format page number to start at a certain number
- ✓ Format text in a table
- ✓ Format the WordArt to use a square wrapping style.
- ✓ Highlight text
- ✓ Insert a manual page break
- ✓ Insert a page number using a page number style
- ✓ Insert a picture from a file
- ✓ Insert a section number as a field into a footer
- ✓ Insert a table
- ✓ Insert a WordArt object.
- ✓ Insert text
- ✓ Insert text into a footer
- ✓ Italicize text
- ✓ Move the insertion point
- ✓ Move text by dragging
- ✓ Open a file
- ✓ Print a document
- ✓ Save a document
- ✓ Select text
- ✓ Set an absolute position for a graphic
- ✓ Set line spacing
- ✓ Size a picture using the Picture Tools Format tab
- ✓ Switch views, example full screen reading view to draft view
- ✓ Underline text
- ✓ Use Find and Replace

EXCEL OBJECTIVES

Below is a list of objectives that will be covered in the Excel section of the CSA exam.

- ✓ Add data labels to a chart
- ✓ Adjust column width and row height
- ✓ Align text both horizontally and vertically in a cell
- ✓ Align text in a cell
- ✓ Apply borders
- ✓ Apply number formatting
- ✓ Apply number formatting and adjust decimal places
- ✓ AutoFit column width and row height.
- ✓ Change font styles and size
- ✓ Change the chart type
- ✓ Change the tab color of a worksheet
- ✓ Copy a formula
- ✓ Copy the contents of a range of cells
- ✓ Create a folder in the Save As dialog box
- ✓ Create a formula
- ✓ Create a formula using an Absolute Cell Reference
- ✓ Create headers and footers
- ✓ Display formula
- ✓ Fill a cell
- ✓ Insert a Chart
- ✓ Insert rows and columns
- ✓ Merge and center text in cells
- ✓ Move the contents of a range of cells
- ✓ Paste a formula
- ✓ Print a worksheet
- ✓ Rename a worksheet
- ✓ Save a workbook
- ✓ Select a range of cells
- ✓ Use SUM, MIN, and MAX functions
- ✓ Use the IF function
- ✓ Use the Average function
- ✓ Use the Clear command to clear contents and formatting
- ✓ View worksheet in Print Preview

POWERPOINT OBJECTIVES

Below is a list of objectives that will be covered in the PowerPoint section of the CSA exam.

- ✓ Add a new slide to a presentation
- ✓ Apply a transition to a slide
- ✓ Apply a transition to all slides in a presentation
- ✓ Change the slide layout
- ✓ Convert a clip art to a drawing object
- ✓ Copy text from one slide to another
- ✓ Create a presentation using a template
- ✓ Edit a drawing object
- ✓ Edit text on a slide
- ✓ Enter text into a table in a presentation
- ✓ Format Clip Art in a presentation
- ✓ In Slide Sorter view, arrange slides
- ✓ In Slide Sorter view, delete slides
- ✓ Insert a slide in a presentation
- ✓ Insert a table into a presentation
- ✓ Insert Clip Art into a presentation
- ✓ Move to a slide in slide show view
- ✓ Open a presentation
- ✓ Position clip art in a presentation
- ✓ Print slides and handouts
- ✓ Rotate Clip art
- ✓ Save a presentation
- ✓ Spell check a presentation
- ✓ Start PowerPoint
- ✓ Group objects
- ✓ Insert a chart in a slide