

Listed below are the objectives of the Computer Skills Assessment by exam as well as a sample of a question that could be asked. The General Technology and Internet e-mail exams are multiple choice, true false and matching questions. The Word, Excel, and PowerPoint are task based. In a simulation of the application students are asked to complete a task. This task may have multiple steps. .

General Technology

Demonstrate terminology related to hardware components, operating system, other software and functions of the computer

Demonstrate basic trouble shooting techniques by showing how to check power and cable connections to ascertain they are connected to the correct serial ports and outlets

Identify and direct output/input such as printer, drivers, and monitors

Use the hardware components, such as mouse, keyboard, ports and monitor of the computer

Demonstrate ability to locate and launch files and software programs

Access and use help functions of software programs

Describe practices to keep a computer free of viruses

Explain the concept of a computer network

Work with Windows XP

Use Menus, Windows and Programs

Work with Views and Toolbars

Use My Computer

Use Files, Folders and Shortcuts

Work with the Desktop

Use the Start Menu

Find Files and Folders

Use Accessories

Work with Fonts

Work with the Printer

Example

Why are client/server networks often installed in businesses instead of peer-to-peer networks?

1. Cheaper to install.
2. Eliminate the need for dedicated servers.
3. Less scalable than peer-to-peer networks.
4. Security is much easier to implement.

Internet E-mail

Compare the two methods of Internet access: dial-up and dedicated connection
Identify hardware and software needed to connect from home or at school for dial-up
Demonstrate knowledge of domain names and IP addresses
Describe the general structure and operation of the Internet
Explain the concept of a web browser
Identify basic parts of a web browser
Explain the concepts of a URL
Use the toolbar in a web browser to go Back, Forward, Home, Reload, Open (via its URL) Print, Find and Stop
Search for Information on the Internet
Properly enter an e-mail address
Send, Forward, and Reply to e-mail messages
Open, view and save e-mail attachments
Create basic e-mail address book for individual e-mail addresses, committee or group e-mail addresses
Explain email routing
Discuss email netiquette and Internet security
Subscribe and know how to unsubscribe to list managers
Discuss information copyright and validity
Discuss IM, blogging and podcasting
Discuss Internet security and threats
Internet Protocols

Example

The reason that Web pages sometimes display more quickly when you press the Back button that they did when you first viewed them is that they

1. Remain in the RAM indefinitely
2. Are saved locally on the hard drive, from which they can be retrieved quickly
3. Are automatically saved as Favorites
4. Are only scanned for viruses once, when they are first displayed

Insert a Clip Art Object
Move and Resize the Clip Art Object
Create a WordArt Object
Inserting Pictures from Files
Create a Table
Insert Rows and Columns
Use Find, Replace, and Go To
Opening and Closing an Existing Document
Changing Document Views
Use Collect and Paste to Gather Images and Text
Checking Individual Spelling and Grammar Errors
Insert Headers and Footers
Insert bulleted and numbered lists in a document
Copy and move text Format text and paragraph
Set tabs Preview and print documents
Use filenames and folders for organizing saved documents
Insert Headers and Footers
Use Undo and Redo
Set Margins
Insert Page Numbers
Change Zoom Settings
Add page breaks
Use Format Painter
Highlight text
Use Print Preview
Set Text Wrapping options
Used Advanced Positioning options for Clip Art
Crop a graphic
Insert text from a file
Insert fields in footers and headers
Display Non Printing characters
Align Text
Format page numbers
Insert and delete text

Example

On Page 2 (the page after the cover page), with the insertion point to the left of the heading *Choosing the Right College*, insert a page number at the bottom of the page Use the Thin Line style. Format the page numbers to start at 0, so that the second page in the document actually displays as 1. With headers and footers still active, move to the fourth (last) page of the document, type Section in the left section of the footer followed by a space, and then insert the section number as a field Use the format 1, 2, 3... Close the footer.

Copy the Formulas
Enter Text and Numbers
Use AutoComplete
Fill a Series with Auto Fill
Use Spelling Checker
Undo to Correct Typing Errors
Insert a Row
Compute Totals
Format Financial Numbers
Use Column AutoFit,
Use Format Painter
Format Text Use Merge and Center
Use SUM MIN and MAX functions
Use the IF Function
Create formulas
Edit formulas
Use Absolute Values in a formula
Format Fonts
Apply borders and shading
Clear contents and format
Copy, Paste, and Move Cell Contents
Navigate Among Worksheets, Rename Worksheets, and Change the Tab Color of a Worksheet Apply
Number Formats
Print and Hide Formulas
Create the Chart
Insert Rows
Wrap Text in a Cell
Change the Chart Type
Start Excel and Name and Save a Workbook
Insert Custom Header and Footer
Print a Worksheet

Example

Open the workbook named chap2_ho3_gradebook from the My Documents folder. Save the workbook in the My Documents folder with the file name chap2_ho3_gradebook_solution. In cell I4 create an IF function that determines whether the value in cell H4 equals OK. If true, add the value of cell H19 (HW bonus) to the value of cell G4 (Test Average) to determine the final semester average. Enter H19 as an absolute cell reference. If false, enter the value of cell G4 as the final semester average.

PowerPoint

- Save a file
- Change the Size and Shape of a Picture
 - Flip Clip Art
 - Size and Position Clip Art
- Create a Background from a Picture
- Apply and Modify a Picture Style Insert Pictures
- Create Basic Shapes
- Apply Animation to a SmartArt Graphic
- Create WordArt
- Insert Slides from an Existing Presentation
- Add Slides
- Reorder Slides
- Apply Slide Transitions to a Presentation
- Apply Entrance Effects
- Modify Slide Layout
- Apply a Background Style
- Change the Presentation Theme
- Create a New Presentation Based on an Installed Template
- Apply a Design Theme
- Reorder Slides
- Modify Text
- Check Spelling and Use the Thesaurus
- Create a New Presentation

Example

Save the chap3_ho2_water_solution presentation as chap3_ho3_cycle_solution in the My Documents folder. With Slide 4 displayed, search for clip art using the keyword pterodactyls. From the results, insert the third image in the left column (showing multiple dinosaurs) onto Slide 4 and close the Clip Art Organizer. Change the height of the clip art to 4.5 inches and then change the position of the clip art to 1.67 inches from the top left corner horizontally and 2.25 inches from the top left corner vertically. Close any open dialog boxes.