

FINAL EXAM STUDY GUIDE

Word Test:

1. Center, Bold, Italics, Underline, change word size
2. Insert Date (You do not know the date)
3. Reference Footnotes
4. Bullets
5. Double spaced lines
6. Page number in the center of footer
7. Page Breaks
8. Insert Picture
9. Set up tab markers

Excel Test:

1. Center across selection and wrap text
2. Bold and center and right justified
3. Integer Currency, ex \$5 not \$5.00
4. Choose your own Color (Background and font)
5. Calculations. (Formulas will not be provided)
6. Pie chart (Highlight will be provided)
7. Bar chart (Highlight will be provided)

Power Point

1. Choose designated Design Template
2. Type your name in the footer
3. Add more slides
4. Bullets
5. Copy and Paste Pie Chart and Bar Chart from Excel Test
6. Add Custom Animation

Written Test

1. What does each device do? For example, Input Device is accepting data and statements from user. How about CPU, Output Device, and memory / secondary storage?
2. Identify what is hardware and what is software, for example, CPU is hardware and OS is software.
3. Size of storage (Match Column 1 with Column 2), for example, 1 MB is about one million bytes.
4. What is information processing cycle? (How computers get information and process it?)
5. Identify the difference between operating system and application software.
6. Know when to use Microsoft Word, Excel, Access, PowerPoint, FrontPage, and GIS.
7. Capability of read/write/erase on different types of optical disks
8. What are Network and Internet? (Know the terms of server, URL, ISP, e-commerce, web browser)
9. You will have problems like match two columns, multiple choices and fill in the blanks

Study Guide Exam

**Quentin Docter, Emmett Dulaney, Toby
Skandier**



Study Guide Exam:

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Table of Contents Study Guide Exam

1. Understanding the eBook Study Guide Exam
 - The Rise of Digital Reading Study Guide Exam
 - Advantages of eBooks Over Traditional Books
2. Identifying Study Guide Exam
 - Exploring Different Genres
 - Considering Fiction vs. Non-Fiction
 - Determining Your Reading Goals
3. Choosing the Right eBook Platform
 - Popular eBook Platforms
 - Features to Look for in an Study Guide Exam
 - User-Friendly Interface
4. Exploring eBook Recommendations from Study Guide Exam
 - Personalized Recommendations
 - Study Guide Exam User Reviews and Ratings
 - Study Guide Exam and Bestseller Lists
5. Accessing Study Guide Exam Free and Paid eBooks
 - Study Guide Exam Public Domain eBooks
 - Study Guide Exam eBook Subscription Services
 - Study Guide Exam Budget-Friendly Options
6. Navigating Study Guide Exam eBook Formats

- ePub, PDF, MOBI, and More
- Study Guide Exam Compatibility with Devices
- Study Guide Exam Enhanced eBook Features
- 7. Enhancing Your Reading Experience
 - Adjustable Fonts and Text Sizes of Study Guide Exam
 - Highlighting and Note-Taking Study Guide Exam
 - Interactive Elements Study Guide Exam
- 8. Staying Engaged with Study Guide Exam
 - Joining Online Reading Communities
 - Participating in Virtual Book Clubs
 - Following Authors and Publishers Study Guide Exam
- 9. Balancing eBooks and Physical Books Study Guide Exam
 - Benefits of a Digital Library
 - Creating a Diverse Reading Collection Study Guide Exam
- 10. Overcoming Reading Challenges
 - Dealing with Digital Eye Strain
 - Minimizing Distractions
 - Managing Screen Time
- 11. Cultivating a Reading Routine Study Guide Exam
 - Setting Reading Goals Study Guide Exam
 - Carving Out Dedicated Reading Time
- 12. Sourcing Reliable Information of Study Guide Exam
 - Fact-Checking eBook Content of Study Guide Exam
 - Distinguishing Credible Sources
- 13. Promoting Lifelong Learning
 - Utilizing eBooks for Skill Development
 - Exploring Educational eBooks
- 14. Embracing eBook Trends
 - Integration of Multimedia Elements
 - Interactive and Gamified eBooks

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