

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

Bus 162 Final Exam Study Guide

Rachel Sandford



Bus 162 Final Exam Study Guide:

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Table of Contents Bus 162 Final Exam Study Guide

1. Understanding the eBook Bus 162 Final Exam Study Guide
 - The Rise of Digital Reading Bus 162 Final Exam Study Guide
 - Advantages of eBooks Over Traditional Books
2. Identifying Bus 162 Final Exam Study Guide
 - 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 Bus 162 Final Exam Study Guide
 - User-Friendly Interface
4. Exploring eBook Recommendations from Bus 162 Final Exam Study Guide
 - Personalized Recommendations
 - Bus 162 Final Exam Study Guide User Reviews and Ratings
 - Bus 162 Final Exam Study Guide and Bestseller Lists
5. Accessing Bus 162 Final Exam Study Guide Free and Paid eBooks
 - Bus 162 Final Exam Study Guide Public Domain eBooks
 - Bus 162 Final Exam Study Guide eBook Subscription Services
 - Bus 162 Final Exam Study Guide Budget-Friendly Options

6. Navigating Bus 162 Final Exam Study Guide eBook Formats
 - ePub, PDF, MOBI, and More
 - Bus 162 Final Exam Study Guide Compatibility with Devices
 - Bus 162 Final Exam Study Guide Enhanced eBook Features
7. Enhancing Your Reading Experience
 - Adjustable Fonts and Text Sizes of Bus 162 Final Exam Study Guide
 - Highlighting and Note-Taking Bus 162 Final Exam Study Guide
 - Interactive Elements Bus 162 Final Exam Study Guide
8. Staying Engaged with Bus 162 Final Exam Study Guide
 - Joining Online Reading Communities
 - Participating in Virtual Book Clubs
 - Following Authors and Publishers Bus 162 Final Exam Study Guide
9. Balancing eBooks and Physical Books Bus 162 Final Exam Study Guide
 - Benefits of a Digital Library
 - Creating a Diverse Reading Collection Bus 162 Final Exam Study Guide
10. Overcoming Reading Challenges
 - Dealing with Digital Eye Strain
 - Minimizing Distractions
 - Managing Screen Time
11. Cultivating a Reading Routine Bus 162 Final Exam Study Guide
 - Setting Reading Goals Bus 162 Final Exam Study Guide
 - Carving Out Dedicated Reading Time
12. Sourcing Reliable Information of Bus 162 Final Exam Study Guide
 - Fact-Checking eBook Content of Bus 162 Final Exam Study Guide
 - 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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