

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

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Adopting the Song of Term: An Mental Symphony within **Apens Exam Study Guide**

In some sort of consumed by screens and the ceaseless chatter of immediate communication, the melodic elegance and emotional symphony produced by the published word often disappear in to the backdrop, eclipsed by the constant noise and distractions that permeate our lives. However, situated within the pages of **Apens Exam Study Guide** a wonderful fictional prize filled with fresh thoughts, lies an immersive symphony waiting to be embraced. Crafted by an elegant composer of language, that fascinating masterpiece conducts visitors on a mental trip, skillfully unraveling the concealed melodies and profound affect resonating within each carefully constructed phrase. Within the depths with this poignant examination, we shall discover the book is key harmonies, analyze its enthralling writing style, and submit ourselves to the profound resonance that echoes in the depths of readers souls.

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