

Name _____

Hour _____

Computer Technology State Competency Test Review

Excel/Spreadsheet Review

What is a worksheet? _____

Excel spreadsheets are made up of _____ and _____.

When a row and a column meet it creates a _____

True or False: Rows run left to right and are labeled with letters? _____

True or False: Columns run horizontal and are labeled with letters? _____

Draw an example of the following charts that can be created in Excel.

Bar Chart	Column Chart
Line Chart	Pie Chart

What is the purpose of filtering information in a spreadsheet? _____

Give 3 examples of data being sorted in descending order.

1. _____
2. _____
3. _____

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Give 3 examples of data being sorted in ascending order.

1. _____
2. _____
3. _____

What column controlled the sort in the spreadsheet below? _____

Was it sorted in ascending or descending order? _____

	A	B	C	D
1	Summer Olympics Competitors			
2				
3	<u>Year</u>	<u>Number</u>	<u>Host</u>	<u># of Competitors</u>
4	2000	Summer Olympics XXVII	Sydney, Australia	10651
5	1988	Summer Olympics XXIV	Seoul, South Korea	8391
6	1980	Summer Olympics XXII	Moscow, Soviet Union	5179
7	1984	Summer Olympics XXIII	Los Angeles, United States	6829
8	2008	Summer Olympics XXIX	Beijing, China	10942
9	1992	Summer Olympics XXV	Barcelona, Spain	9356
10	1996	Summer Olympics XXVI	Atlanta, United States	10318
11	2004	Summer Olympics XXVIII	Athens, Greece	10625

Identify (Circle) if the following are functions or formulas.

Function/Formula	Function/Formula	Function/Formula	Function/Formula	Function/Formula
=B4+C4	=SUM(A3:A12)	=(C2+C5)*B12	=MAX(C8:C12)	=COUNT(D3:D6)

In order to make a cell absolute you must include what symbol? _____

What is the keyboard shortcut to make a cell reference absolute? _____

In order to tell what colors mean in a spreadsheet you should look at the _____

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Database/Access Review

Label the parts of an Access 2010 window.

The screenshot shows the Microsoft Access 2010 interface. The ribbon includes File, Home, Create, External Data, and Database Tools. The Database Tools ribbon is active, showing options for Filter, Sort & Filter, Records, Find, and Text Formatting. The left-hand pane displays 'All Access Objects' with categories: Tables (Categories, Customers, Menu Items, Order Items, Orders, Products, Sales Unit), Queries (Menu Items Query, Order Items Query, Products Query), Forms (Customers, Menu Items, Orders, Products), and Reports (Menu, Order Items Query). The main window displays a 'Customers' form in 'Form View' with the following data:

First Name	Brett
Last Name	Newkirk
Street Address	47 Hill St.
City	Raleigh
State	NC
Zip Code	27608
Email	newkb@email.com
Phone Number	(919)-555-7653

At the bottom, the status bar shows 'Record: 4 of 194', 'No Filter', and 'Search'. The status bar also includes 'Form View' on the left and 'Num Lock' on the right. Six yellow circles are placed on the interface, with lines pointing to empty white boxes for labeling: one on the top ribbon, one on the left-hand pane, one on the top-right ribbon, one on the bottom status bar, and two on the bottom of the window frame.

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This part of Access contains all of the objects contained in your database. _____

Draw a picture of the button you would push to go to the **next record** in your database.

Match the terms with their definitions.

- _____ 1. **Field** a. A collection of records
- _____ 2. **Record** b. Categories of information for records
- _____ 3. **Query** c. Finding certain records that meet a need
- _____ 4. **Table** d. All the Information for a particular item in a file

Internet Review

In order to create a webpage it needs to be written in this language. _____

The address for a website is called Uniform Resource Locator. What is the abbreviation for a web address? _____

Tell what type of domain each website would have.

Website	Domain
Department of Homeland Security	
University of Utah	
Google	
The Road Home (homeless shelter)	

How do you know if there is a hyperlink on a webpage? _____

Web browsers are programs that allow you to view information on the web. What web browser do you use the most? _____

When you first open a web browser a webpage opens up. What is that web page called?

If you need to communicate with a company in another country what might be a good option? _____

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If a teacher wanted to record class for students who were absent, a good option might be to create a _____.

When narrowing down searches on the Internet you use _____
_____.

Examples of Boolean operators are:

1. _____
2. _____
3. _____
4. _____

Email Review

In your own words, what is the difference between CC and BCC? _____

If you want to reply to everyone in an email, you use _____

If you want to reply just to the person who sent the email, you use _____

When you receive unwanted emails, such as advertisements, this is known as _____

What is some proper etiquette you should use when using email?

1. _____
2. _____
3. _____

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Ethics

What does AUP stand for? _____

What is an AUP (details)? _____

Have you ever signed an AUP? Explain. _____

What is the difference between a copyright and a trademark? _____

What is plagiarism and how do you protect yourself from it? _____

PowerPoint

Why are layouts important when it comes to PowerPoints? _____

What are the three types of views in PowerPoint?

1. _____

2. _____

3. _____

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Explain when you would use each of those views when working in PowerPoint?

Slide Show View	
Normal View	
Slide Sorter View	

What is the difference between a slide transition and animation? _____

Why would speaker notes be important when presenting a PowerPoint? _____

If you want to print 1 slide per page select _____

If you want to print multiple slides per page select _____

Word Review

In Word, a **red** line means there is a _____ error and a **green** line means there is a _____ error.

When you copy items in Word, it goes to a temporary storage area called the _____ until it is pasted into your document.

What type of spacing was applied to each paragraph?

- _____ 1. Single Space (Ctrl + 1)
- A.**
U.S. and Spain signed a treaty that set boundaries.
Spain gave up land claims in Florida and Oregon.
Russia later gave up its class out of Alaska.
- _____ 2. 1.5 Space (Ctrl + 5)
- B.**
U.S. and Spain signed a treaty that set boundaries.
Spain gave up land claims in Florida and Oregon.
Russia later gave up its class out of Alaska.
- _____ 3. Double Space (Ctrl + 2)
- C.**
U.S. and Spain signed a treaty that set boundaries.
Spain gave up land claims in Florida and Oregon.
Russia later gave up its class out of Alaska.

What type of alignment was applied to each paragraph?

_____ 1. Left Align (Ctrl + L)	A. U.S. and Spain signed a treaty that set boundaries. Spain gave up land claims in Florida and Oregon. Russia later gave up its class out of Alaska.
_____ 2. Right Align (Ctrl + R)	B. U.S. and Spain signed a treaty that set boundaries. Spain gave up land claims in Florida and Oregon. Russia later gave up its class out of Alaska.
_____ 3. Justify (Ctrl + J)	C. U.S. and Spain signed a treaty that set boundaries. Spain gave up land claims in Florida and Oregon. Russia later gave up its class out of Alaska.
_____ 4. Center (Ctrl + E)	D. U.S. and Spain signed a treaty that set boundaries. Spain gave up land claims in Florida and Oregon. Russia later gave up its class out of Alaska.

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How many types of lists can you do in Word? _____

What are the types of lists you can do in Word?

1. _____
2. _____
3. _____

Where do you go to put on non-printing characteristics in a Word document?

Give examples of non-printing characteristics and what they mean.

1. _____
2. _____
3. _____

Use the paragraph below to answer the following questions.

As you work for higher skill, remember that how well you key fast is just as important as how fast you key. ²*How well you key at any speed depends in major ways upon the technique or form you use.* Bouncing hands and flying fingers lower the speed, while quiet hands and ³low finger reaches increase speed.

Few of us every reach what the experts ⁵**believe** is perfect technique, but all of us should try to approach it. We must realize that good form is the secret to higher speed with few errors. We can then focus our practice on the improvement of the features of good form that will bring success.

What type of indent was applied in the second paragraph? _____

What formatting was applied to 2? _____

What type of indent was applied in the first paragraph? _____

What type of formatting was applied to 3? _____

What type of formatting was applied to 5? _____

What type of wrapping was applied to both paragraphs? _____

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Letter Review

Label the parts of the letter below.

UNION HIGH SCHOOL
135 North Union
Roosevelt, UT 84066

Current Date

Mr. Leslie D. Banks
George Washington High School
2165 E. 2700 S. Street
Salt Lake City, UT 84109-3720

Dear Mr. Banks:

You question about the effect of word processing equipment on the need for keying accuracy is a good one.

Accuracy of documents processed is just as vital now as ever before. The case with which keying errors can now be corrected, however, has shifted the emphasis from number of input errors made to skill in finding and correcting these errors. A major weakness of those who take employment tests is their inability to detect and correct the errors they make. Therefore, we suggest that employee training should emphasize proofreading and error correction rather than error-free initial input.

A grading system rewarding efficient proofread and correction skills instead of penalizing errors of initial input is worthy of your serious consideration.

Cordially yours,

Jamie L. Houston
Office Manager

amh

What style of letter is this? _____

Is this letter written using open or mixed punctuation? _____

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Reference initials are formatted as _____ or _____

Give an example of when you would use **attachment** in a business letter? _____

Give an example of when you would use **enclosure** in a business letter? _____

In a modified block letter what 3 parts do you indent to 3"?

1. _____

2. _____

3. _____

Basics Review

What is the difference between a LAN and a WAN? _____

What does LAN stand for? _____

Give an example of a LAN. _____

What does WAN stand for? _____

Give an example of a WAN? _____

What is RAM used for? _____

True or False When the computer is turned off, memory stored in the RAM is saved.

When is ROM used in a computer? _____

Why is the operating system useful for a computer? _____

What is a network? _____

Is the classroom an example of a network? Explain. _____

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What is an input device? _____

What is an output device? _____

Give examples of input and output devices in **ascending** order.

Input Devices

Output Devices

1. _____
2. _____
3. _____
4. _____

1. _____
2. _____
3. _____
4. _____

_____ devices can add input, output, and storage capabilities to your computer.

When the computer is turned off, what are four options you can use to save your data?

1. _____
2. _____
3. _____
4. _____

The above devices are also known as _____

When would you use the Save option? _____

When would you use the Save As option? _____

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Fill in the table below.

Memory Name	Memory Size
_____	Each 0 or 1
Byte	_____
Kilobyte	_____
_____	1 million bytes
_____	1 billion bytes
Terabyte	_____

What are the 3 most common application software used in business today?

1. _____
2. _____
3. _____

Types of Computers

Match the computer to the correct definition.

Type of Computer	Definition
_____ Desktop	A. PC based on the individual needs of the users.
_____ Mainframe	B. Large computer capable of simultaneously processing data for multiple users
_____ Microcomputer	C. Used for specialized tasks that require high processing speeds
_____ Notebook/Laptop	D. The CPU is housed in a vertical or horizontal system unit and it fits on a desk and runs on power from an electrical wall outlet.
_____ Server	E. Supplies data usually through a LAN
_____ Supercomputer	F. Portable, compact computer that can run on an electrical wall outlet or a battery unit
_____ Workstation	G. Tackle tasks that "normal" computers couldn't handle; fastest computer at the time it was built

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Types of Viruses

What is a computer virus? _____

What type of file extensions do computer viruses usually attach themselves to?

What activates a computer virus? _____

The _____ virus is an example of a _____ virus that damages files on March 6, which was the artist's birthday.

The _____ waits for a _____ set of _____ to _____ the virus.

Match the viruses to the correct definition.

_____ **Boot Sector Virus**

A. The Melissa Virus attached to Word documents and Codemas Virus attached to Excel documents.

_____ **File Virus**

B. Enters through a security hole and replicates itself. Typically gets passed along through emails.

_____ **Marco Virus**

C. Attaches itself to application programs

_____ **Trojan Horse**

D. Damages system files your computer uses every time it is turned on

_____ **Worm**

E. Program that seems to perform one thing while actually doing something else

Why is antivirus software so important? _____

Give 3 examples of antivirus software?

1. _____

2. _____

3. _____