

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

Career Choice Final Exam Study Guide

DJ Losen



Career Choice Final Exam Study Guide:

The Counselor Educator's Survival Guide Dilana M. Perera-Diltz, 2013-06-19 First Published in 2010 Routledge is an imprint of Taylor Francis an informa company

The Praxis Series Official Study Guide: Elementary Education: Curriculum, Instruction, and Assessment McGraw-Hill Professional Publishing, 2007-01-16 Authentic test preparation materials from the people who make the Elementary Education Curriculum Instruction and Assessment test

Building Contractor's Exam Preparation Guide John E. Traister, C. Keeler Chapman, 1996 Pass your state county or city contractor s exam with confidence This book includes sample questions and the correct answers from actual state county and city exams across the country

Resources in Education , 1996-07

Study Guide for Microeconomics Michael Parkin, 2007-05 The Study Guide for Microeconomics by Mark Rush of the University of Florida is carefully coordinated with the text MyEconLab and the Test Banks Each chapter of the Study Guide contains Key concepts Helpful hints True false uncertain questions Multiple choice questions Short answer questions Common questions or misconceptions that the student explains as if he or she were the teacher Each part allows students to test their cumulative understanding with questions that go across chapters and work a sample midterm examination Students can purchase the Study Guide from our online catalog or from MyPearsonStore

Macroeconomics Michael Parkin, 1998

Summaries of Projects Completed National Science Foundation (U.S.),

Exploring Psychology, Sixth Edition, in Modules Study Guide Richard O. Straub, 2004-12-06 For every major content section longtime author Richard Straub has divided each module by major topic each section includes a Preview objectives that require short answers and Stepping Through the Section which include detailed fill in the blank questions The Study Guide also includes self tests critical thinking exercises vocabulary and language activities Internet activities and crossword puzzles

Journal of Career Planning & Employment , 1988

Summaries of Projects Completed in Fiscal Year ... , 1979

CMA Examination Review: Outlines and study guides Irvin N. Gleim, Dale L. Flesher, 1993

The Macmillan Guide to Correspondence Study Modoc Press, 1996

Macroeconomics Mark Rush, 2004-04 Updated for the Seventh Edition by Mark Rush of University of Florida this study guide is carefully coordinated with the main text and Test Banks Each chapter of the Study Guide contains Key concepts Helpful hints True false uncertain questions that ask students to explain their answers Multiple choice questions Short answer questions Common questions or misconceptions that the student explains as if he or she were the teacher Each part allows students to test their cumulative understanding with sample midterm tests

Summaries of Projects Completed in Fiscal Year ... National Science Foundation (U.S.), 1979

Mosby's Comprehensive Review of Radiography William Joseph Callaway, 2002 This comprehensive review study guide designed to help students get the most out of their radiography education as well as help them prepare for the registry exam In an easy to follow outline format it reviews content from the five major subject areas included on the ARRT exam in radiography Each subject review is followed by a set of related questions to test students

mastery of the material Two comprehensive mock exams at the end of the book help students target areas of weakness for the most effective study and review An excellent career planner this book also features practical information on preparing resumes interviewing and career planning to guide readers through the transition from student to practicing radiographer A new interactive CD ROM included FREE with the book offers many study aids and 2 000 new questions that can be randomly combined for unlimited exam practice *Abstracts of Research Materials in Vocational and Technical Education* ,1973

The Praxis Series Elementary Education Curriculum, Instruction, and Assessment Study Guide Revised 2008 (ebook)
Educational Testing Service,2009-02-20 Authentic test preparation materials from the people who make the Elementary Education Curriculum Instruction and Assessment test **Where to Start** ,1983 *Directory of Distance Learning Opportunities* Modoc Press, Inc.,2003-02-28 This book provides an overview of current K 12 courses and programs offered in the United States as correspondence study or via such electronic delivery systems as satellite cable or the Internet The Directory includes over 6 000 courses offered by 154 institutions or distance learning consortium members Following an introduction that describes existing practices and delivery methods the Directory offers three indexes Subject Index of Courses Offered by Level Course Level Index Geographic Index All information was supplied by the institutions Entries include current contact information a description of the institution and the courses offered grade level and admission information tuition and fee information enrollment periods delivery information equipment requirements credit and grading information library services and accreditation **The Publishers' Trade List Annual** ,1967

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