

Fairfield Public Schools Fairfield, Connecticut



Computer Proficiency Exam Study Guide

Office 2007 Windows XP

1. Study Guide Packets will be made available to all students prior to taking proficiency exam.
2. 8th grade students will have the option of taking the proficiency exam at the High School. The exam will take place after school and will be administered by the high school Business department.
3. To meet the proficiency graduation requirement all students must do one of the following:
 - (A) Take the Proficiency Exam and demonstrate proficiency with an **average grade of 70.0% with no grade lower than 50.0% in any one area.**
**If students do not show proficiency they will be allowed the opportunity of one retake to be performed by the end of their 1st semester senior year.*
 - (B) Enroll and pass the one-semester Computer Information Systems course.
 - (c) Enroll in summer school course.

The following are samples of questions that **MAY be asked on the Proficiency Exam.*

**There are a variety of online resources, YouTube video, and text books to help you prepare for this exam. Please feel free to check your local library or bookstore for the latest study materials.*

Word

- Print 6 copies of page 2 of this document.
- Redo your last undone command or action. (Do NOT use ALT-RETURN.)
- Display an Outline of this document.
- Insert a manual line break at the insertion point.
- Select the text TRANSLATIONSONE. Do NOT click and drag.
- Display formatting marks including paragraph, space and page break.
- Without using the keyboard, insert the symbol € at the insertion point.
- Close the document without exiting Word. (Do not use ALT-F4.)
- Save the current, previously saved Word document into the folder "2007" located in the Documents folder. Do NOT change the file name or type.
- Specify that Word will automatically capitalize the first letter of a sentence if you fail to do so.
- Save the current document as an XML document.
- Save the document under the name "SERVICES.docx" in the current directory.
- Specify that the selected text will be Italicized.
- Display a single page of this document in Print Preview.
- Display the document at 100% magnification.
- Use the Quick Access Toolbar to undo your last action. Then use the Quick Access Toolbar to redo that action. (Do NOT use ALT-RETURN.)
- Create a new blank document.
- Save this document in a format users of previous versions of Word can open. Do NOT change the document name.
- Add a 1 point border line to the top of the selected paragraph.
- Display the ruler.
- Display the document in a way that does NOT display drawn objects and allows for the fastest editing of text.
- Use a Ribbon or keyboard command to select the entire document.
- Select the entire document. Do NOT click and drag.
- Use AutoCorrect to correct the misspelled word.
- Type the word "TRANSLATE" at the insertion point.
- Undo your last command or action.
- Create a new document using the Installed Template "ORIEL LETTER" located on My Computer.
- Exit Word. (Do NOT use ALT-F4 or ALT-SPACEBAR)

- Change the name of the folder "TRANSLATIONS" to "TRANSFER". Do NOT open the folder.
- Display a preview of what the document will look like when printed.
- Cut the selected text and place it at the top of the page below the split.
- Search for the word "CATALOGS" in this document.
- Use the research task pane to find the definition of the selected word.
- Specify that the document is final and will only be available in read-only format.
- Use the Document Inspector to inspect the document just for hidden Document Properties and Personal Information.
- Split the document into two viewing windows.
- Correct the spelling of the selected word automatically. (Do NOT retype the text.)
- Display a list of synonyms for the selected word in Research Pane.
- At the insertion point, insert text from the clipboard.
- Remove the selected text so that it is saved to the clipboard and can be pasted elsewhere in this document.
- Copy the selected text and place the copy at the top of the page below the split.
- Specify that the selected text will NOT be a hyperlink.
- Move the insertion point to page 11 of this document. (Do NOT use the vertical scroll bar or the Page Down key.)
- Replace all occurrences of the word "TRANSLATION" with the word "CONVERSION". (Replace all occurrences at once, rather than one at a time.)
- Without leaving Word, send this file directly to an e-mail recipient with the e-mail address tbourne@tro.com.
- Specify that Word will automatically capitalize the first letter of a sentence if you fail to do so.
- Use drag-and-drop to move the selected text to the top of the document.
- Add encryption to this document. Use the password "KUBRICK".
- Copy the selected text so that it is saved to the clipboard and can be pasted elsewhere in this document.
- Display document statistics (number of words, characters, pages, etc.).
- Specify the keyword "LOCALIZATION" in this document's properties. Close properties pane when done.
- Change the Web address specified in the selected hyperlink to <http://www.tro.com>.
- Open a document named "TRANSLATIONSONE.docx" located in the current directory. (Do NOT use the Windows Explorer.)
- Specify that the selected text will appear as a bulleted list. Use the default bullet.
- Remove the shading from behind the selected paragraph.
- Apply orange shading to the selected paragraph.
- Save the selected text as a Quick Style named "Title 2".

- Turn the selected bulleted points into a numbered list with numbers appearing as 1), 2), 3), etc.
- Remove the tab stop at 1".
- Apply the theme named "METRO" (which includes customized background and bullet settings) to the current document.
- Justify the selected text.
- Set a left-aligned tab at two inches.
- Indent just the first line of all selected paragraphs one inch.
- With a single step, copy the formatting of the selected text so that the formatting can be applied to other text. (Do NOT create a new style.)
- Insert a bibliography of sources into the document.
- Change the selected paragraph so that the first letter appears as an in-margin drop capital.
- Specify that 20 points of spacing will appear after each paragraph.
- Remove all tab markers from the ruler at once. (Do NOT remove each tab individually.)
- Bold the selected text.
- Specify that the tab set at 2 inches will be a right-aligned tab that includes a dot leader.
- Remove all text formatting from the selected text. Do NOT remove text formats one at a time.
- Expand the spacing between text characters by two points.
- Highlight the selected text in yellow.
- Automatically change the selected text to all capitals without retyping the text.
- Change the font of the selected text to Comic Sans MS.
- Specify that the selected text will be a multilevel list with a bullet format.
- Change the bullets for the selected text to checkmarks.
- Change the selected footnote to read "SEE PAGE 13". Press ENTER when done.
- Add a 1 point border line to the top of the selected paragraph.
- Place a bottom border under the selected paragraph. Then specify that the border will be four points from the bottom of the text.
- Automatically change the selected text to an outline numbered list. Use the format 1), 2), 3) for first-level headings and a), b), c) for second-level headings.
- Specify that the selected text will appear with an outline effect.
- Change the line spacing of the selected text to 1.5 spacing.
- Specify that the selected text will be Italicized.
- Change the color of the selected text to orange.
- At the insertion point, insert a section break that will balance the text over all three columns.
- Without using the keyboard, insert the symbol € at the insertion point.
- Specify that the text in new section will be in three columns.
- Use the Building Blocks Organizer to insert a Motion Sidebar textbox.

- Place a date field at the insertion point. (Do NOT use ALT-SHIFT-D.)
- Specify that the graphic will be horizontally centered and that text will wrap around it in a tight style.
- Place the selected text in two columns.
- Insert a footer into this section that is not linked to the footer of the previous section.
- Set the gutter margin of this document to .75 inch.
- Place a line between the selected columns.
- Display the document header in an editable format.
- Specify that the paper size will be B5 (JIS).
- Place orange shading in the selected cells.
- Specify that the document will be in Landscape (horizontal) rather than Portrait (vertical) orientation.
- Apply the table "Light Shading - Accent 1" style to the selected table.
- Display clip art images related to "GLOBE".
- Start a new page at the insertion point.
- Automatically specify that all columns in the table will be the same width.
- Specify that facing pages will have an inside margin of 1.25", and all other margins will be 1".
- Format the selected text as three evenly spaced columns with a line between each column.
- Specify that the new section will be formatted with landscape (horizontal) orientation.
- Add the selected text to a list of stored text entries that can be automatically inserted into any document. Assign the name "BACKGROUND" to the selected text and save in the "Quick Parts" Gallery.
- Use Quick Parts to automatically add the building block "BACKGROUND" to this letter at the insertion point.
- Change the word "PROLOGUE" in this section header to "PREFACE". Close Header and Footer when done.
- Automatically add today's date to the document in the format "May 10, 2007". (Do NOT use the Insert Field command.)
- Specify that the header used in the current section of the document will be different from the one used in the previous section.
- Add a section break at the insertion point. Specify that the section break will start a new page.
- Without viewing headers and footers, specify that page numbers will be at the bottom of the page using the Plain Number 2 style.
- Place the selected text in a two-column table.
- Specify that the two paragraphs will appear on the same page.
- At the insertion point, insert a field containing the document's title.
- Apply the double frame style to the selected graphic.

Excel

- Enter the number "10" in the selected cell. Press ENTER when done.
- With a single action, insert sum functions into each of the selected cells. (Do NOT use ALT-=.)
- Go to the cell range named "TARGET".
- Specify that the worksheet will print with the standard header "TRANSLATIONSONE". (Do NOT create a custom header.)
- With a single action, use the keyboard to move the cell pointer to the lower right corner of the worksheet.
- Modify the SUM formula in the formula bar so that you are adding only the values in cells G12 and G14. (Do NOT use spaces in the formula.)
- Change the value in cell E5 to 9. Press ENTER when done.
- Change the current page orientation to landscape.
- Specify that a new page will begin at the current cell-pointer location when the workbook prints.
- Display a preview of what the worksheet will look like when printed.
- Print the selected cells only.
- Redo your last undone command or action.
- Save the workbook under the name "TRANSLATIONS.xlsx" in the current directory.
- Specify that this three-page worksheet will print on a single page.
- Undo your last command or action. (Do NOT use ALT-SPACEBAR.)
- Display the worksheet on the screen at 100% magnification.
- Change the text in cell C3 to "TITLE". Press ENTER when done.
- Print the spreadsheet so that formulas print instead of calculated results.
- Display the worksheet in an editable view that shows you how the worksheet will look when printed.
- At the insertion point, type the formula that will multiply the sum of cells in a range named "WORDS" by the sum of the cells in a range named "HOURS". Press ENTER when done.
- Print all the worksheets of the workbook in a single print job.
- Move the selected cell to cell C14. (Do NOT use the cut, copy, or paste commands).
- Permanently remove the selected cells from the workbook. (Shift the remaining cells up.) (Do NOT use CONTROL-- or CONTROL-NUMPAD-.)
- Remove the contents of the selected cells so that data is NOT saved to the clipboard, CANNOT be pasted elsewhere, and cell formatting is retained.
- Insert cells at the selected location. Shift the remaining cells to the right. (Do NOT use CONTROL-=.) (Do NOT use CONTROL-+.)

- Select the worksheet function that will return the smallest number in a specified range of cells. The function should ignore text and logical values.
- Select and insert the worksheet function that displays the current date and time formatted as a date and time.
- At the insertion point, type the formula that will subtract the contents of cell H15 from the sum of cells I7 through I12. Press ENTER when done.
- Select and insert the worksheet function that will round off a number (either rounding up or rounding down) to a specified number of digits.
- Select the worksheet function that will return the largest number in a specified range of cells. The function should ignore text and logical values.
- Use the fill handle to fill cells F23 through I23 with the series represented in the selected cells.
- Select and insert the worksheet function that displays the current date formatted as a date.
- Automatically fill the selected cells with the names of the successive months of the year. (Do NOT click and drag on the borders of the selected cells.)
- Use autocomplete to specify that cell E16 will contain the sum of cells E2 through E15. Press ENTER when done.
- Create a new blank workbook.
- Copy the contents of the selected cells so that they are saved to the clipboard and can be pasted elsewhere in the workbook.
- Select and insert the worksheet function that displays the sum of specified values divided by the number of values.
- Specify that the formula in the edit line will always multiply by cell A4 even if pasted into another cell. Press ENTER when done.
- Fill the empty selected cells based on the formula in cell E2.
- Insert cells from the clipboard into the selected cell range.
- At the insertion point, type the formula that will add the contents of cells H7 through H11 and divide the total by 5. Press Enter when done. (Do NOT use spaces in the formula.)
- Create a new workbook using the Installed Template "EXPENSE REPORT" located on My Computer.
- Add data labels to this chart using the "Outside End" format.
- Specify that the selected chart will use the "Subtle Effect - Accent 2" style.
- Use Quick Styles to change this chart to "STYLE 1".
- Rotate the selected chart 90 degrees along the X-axis and 45 degrees along the Y-axis. (Do NOT use ALT-F4.)
- Print only the chart on this worksheet.
- Set the top and bottom margins of the printed worksheet to 1.25 inches.
- Specify that the fill of the selected data series will be yellow.
- Insert a 2-D Column chart based on the selected data.
- Display a list of SmartArt graphics related to illustrating processes.

- Select cell range G8 to G10 without deselecting the currently selected cells.
- Specify that the selected data labels will display the values of the data.
- Change the chart type to a 3-D non-exploded pie chart.
- Specify that the selected legend will automatically appear at the bottom of the chart. Do NOT click and drag.

ACCESS

- Enforce the referential integrity between these two tables in a one-to-many relationship.
- Specify that the selected fields "Job ID" and "Client ID" will be the Primary Key of this table. (Do NOT use ALT-D.)
- Open a database named "TRANSLATIONSONE.ACCDB" located in the current directory.
- Add a new field to the data table above the selected field.
- Create a new blank data table in Datasheet View. Do NOT use Table Templates.
- Create a new database using the local template "CONTACTS". Name the new database "PROSPECTS.accdb" and use only default options.
- Remove the selected record from the data table so that it is NOT saved to the clipboard and CANNOT be pasted elsewhere in the database. (Do NOT use CONTROL--.)
- Go to the last record in the data table. (Do NOT use the scrollbar. Do NOT move through the records one at a time).
- Change the city in record 10 to "CAMBRIDGE". Press ENTER when done.
- Specify that "CLIENT ID" in the CLIENTS table will be linked to the "CLIENT ID" field in the "PROJECTS" table and that Access will enforce referential integrity.
- Display data in the selected data table in Datasheet View.
- Complete the current record with the information that the "Target Language" is "JAPANESE" the "Text Translations" is "6" and the "Software Localizations" is "2". Press ENTER when done.
- Specify that the currently-selected "Client ID" field will be the primary key in the data table. (Do NOT use ALT-D.)
- Specify that the "Client ID" field will be the first field displayed in the table.
- Changes were made to a record in this data table. Undo all the changes in a single step.
- Automatically undo the changes you just made in the cell you are currently editing.
- Specify that deleting a record from the primary key side of this relationship will delete all records that reference that record.
- Without leaving Datasheet View specify that the "Total" field will display text.
- Start Microsoft Access using the Start menu. (Do NOT use the Windows Explorer.)
- Create a new blank database named "LANGUAGES.ACCDB". (Create the database in the current directory.)
- Close the currently open database without exiting Access.
- Display the selected table in a way that allows you to change the properties of all fields in the table.
- Specify that the "WORDS TRANSLATED" field will contain a number appearing in "STANDARD" number format.

- Add a new field to the data table between "Price per Word" and "Hours Editing". (Do NOT use ALT-D.)
- Create a new table. Specify that the new data table will be based on an existing template called "CONTACTS".
- Without leaving Datasheet View change the data type of the selected field to "Number".
- Specify that the selected field will contain a hyperlink.
- Remove the selected data so that it is NOT saved on the clipboard and CANNOT be pasted elsewhere in the table.
- Specify that the "EMPLOYEE ID" field will be automatically increased by one each time a new record is added to the database.
- Exit Access. (Do NOT use ALT-F4.) (Do NOT use ALT-SPACEBAR.)
- Change the width of the selected column to automatically fit the widest entry in the column.
- The database is currently filtered and sorted. Without beginning another filter, display all records in their original order.
- Specify that the query will display languages that have three or more text translations. Run the query when done. (Do NOT use the Expression Builder.)
- Specify that the query will display records where the "City" field begins with "Ne". Run the query when done.
- Filter the table to show only records where the "Words Translated" field is at least 20,000.
- Specify that the query will display records in reverse order by "HOURS EDITING". Run the query when done.
- Remove the column "CLIENT ID" from the current query.
- Filter the form to only display records in which the "Target Language" field equals "GERMAN".
- Change this query to show only records where the "Title" field is "Sales" and the "City" field is "New York". Run the query when done. (Do NOT use the Expression Builder.)
- Automatically arrange all records in the data table so that the "Last Name" field appears in alphabetical order.
- Specify that the query will only display records where the "Last Name" field begins with D.
- Filter the data table to only display records in which the "Client Name" field begins with the letter "M".
- Add a data table named "PROJECTS" to the query.
- Use the Simple Query Wizard to create a new query based on the table "Projects". Include all available fields.
- Specify that the query will display projects where the "Target Language" is "Chinese" and the "Hours Editing" is more than five. Run the query when done. (Do NOT use the Expression Builder.)
- Change this query to display records where the "Target Language" is Swedish or Finnish. Run the query when done. (Do NOT use the Expression Builder.)
- Automatically replace all occurrences of the word "NEW YORK" with "NY". (Replace all occurrences at once rather than one at a time.)

- Create a new blank query. Display the new query in Design View.
- Begin creating a query WITHOUT using a Wizard.
- Specify that the query will display "Job ID", "Target Language", and "Hours Editing" for jobs that have five or more editing hours. Run the query when done. (Do NOT use the Expression Builder.)
- Display all data in the data table in 14 point Times New Roman font.
- Search for the word "MANAGER" anywhere in the data table. (Specify that the search will find the word even if "MANAGER" is NOT the only word in a field, and if the word appears in capital or lowercase letters.)
- Specify that the query will only display records where the Title field is "Sales". Run the query when done. (Do NOT use the Expression Builder.)
- Specify that the query will display projects where the "Target Language" is "Spanish" or "South American Spanish". Run the query when done. (Do NOT use the Expression Builder.)

PowerPoint

- Display the outline for this presentation.
- Change the layout of this slide to a "Two Content" slide.
- Remove the selected object so that it is NOT saved on the clipboard and CANNOT be pasted elsewhere in the presentation.
- Display the slide on the screen at 100% magnification.
- Edit the subtitle of the current slide from "MARKETING PLAN" to "ACTION PROGRAM". Click "Save" icon when done.
- Begin to add the speaker notes to the selected slide.
- Display slide 4 in a way that allows you to edit individual items on the slide.
- Change the font theme for all slides in this presentation to "Office 2".
- Demote the selected item in the outline one level.
- Change the theme colors of the current Template to "Paper".
- Print three copies of slide 4 of the current presentation.
- Print ten copies of the handouts for this presentation. Specify that the handouts will include two slides per printed page.
- Without using Print Preview display the footer for the speaker notes.
- Apply "Flow" design theme to the selected slides.
- Underline the selected text.
- Type "COMPANY BACKGROUND" in the title of the current slide. Click "Save" icon when done.
- Change the font of the selected text to Tahoma.
- Create a new blank presentation.
- Print all slides of this presentation in grayscale.
- Start PowerPoint using the Start menu. (Do NOT use the Windows Explorer.)
- Insert a new Title and Content slide between slides 1 and 2.
- Display the presentation in a way that allows you to arrange how slides are organized in a presentation.
- Reformat this presentation using a theme on this computer named "Apex".
- Begin a new level in this bulleted list with the item "English".
- Check the spelling of the entire presentation.
- Open a presentation named "TRANSLATIONSONE" located in the current directory. (Do NOT use Windows Explorer.)
- Print three copies of the speaker's notes for this presentation.
- Add a subordinate below "MICHAEL CORMIER" in this chart.

- Change the font of the selected text to Tahoma.
- Display the Drawing Tools/Format ribbon for either of the two textboxes.
- Change the size of the selected text to 60 point.
- Change the color of the selected text to white.
- Demote the selected item in the outline one level.
- Display the outline for this presentation.
- Turn off the invisible grid that is used to align objects.
- Start PowerPoint using the Start menu. (Do NOT use the Windows Explorer.)
- Search for the word "TRANSLATE" in the presentation. (Do NOT use ALT-RETURN.)
- Use Shapes to create the image of a 5-point star.
- Without using Print Preview display the footer for the speaker notes.
- Add the footer text "DRAFT" to all the slides in this presentation.
- Replace all occurrences of the word "TEXT" with the word "CONTENT". (Replace all occurrences at once, rather than one at a time.)
- Automatically capitalize the selected text. (Do NOT retype the text.)
- At the insertion point, automatically add today's date in the format "Tuesday, May 22, 2007".
- Reformat this presentation using a theme on this computer named "Apex".
- Create a new presentation using the Installed Template "PITCHBOOK" located on this computer.
- Remove the selected object so that it is saved to the clipboard and can be pasted elsewhere in the presentation.
- Insert a movie file named "LANGUAGE" located in the current directory.
- Remove the selected object so that it is NOT saved on the clipboard and CANNOT be pasted elsewhere in the presentation.
- Change the size of the selected text to 60 point.
- Without leaving PowerPoint, add a table that is four columns wide and six rows high to the current slide.
- Insert a graphic file (NOT a clip art image) named "INTERPRETATION" located in the current directory into the current slide.
- Add all slides from a presentation named "EXHIBITS" (located in the default directory) to this presentation. Add all slides at once, rather than one at a time.
- Add an Overlay legend to the right of this chart.
- Remove the current slide so that it is NOT saved to the clipboard and CANNOT be pasted elsewhere in the presentation.
- Create a text box on the left bottom side of the current slide.
- Add an Exploded Doughnut chart to the current slide.
- Change the resolution of all pictures in the document to 96 ppi.

- Add a Centered Overlay Title to the selected chart.
- Apply the WordArt style "Fill - Text 2, Outline - Background 2" to the selected textbox.
- Specify that the selected text will be centered in the middle of the table cells.
- Add the selected clip art image to the current slide.
- Use a "Services Outline" Word 2007 outline document to create a new presentation. (Do NOT use ALT-CONTROL-F2.)
- Add slides from Word Outline document named "Services Outline.rtf" to this presentation.
- Undo your last command or action.
- Without leaving PowerPoint, send this file directly to an e-mail recipient with the electronic mail address tbourne@ims-inc.com.
- Specify that background objects will NOT appear on this slide (but will appear on other slides in the presentation).
- Specify that the selected slide will display on the screen with a "DISSOLVE" transition during an on-screen slide show.
- End the presentation slide show.
- Display the master that specifies the default appearance of presentation slides.
- Change the speed of all slides transitions in the current presentation to "SLOW".
- Display options to create a customized color theme.
- Remove the selected object so that it is saved to the clipboard and can be pasted elsewhere in the presentation.
- Give an on-screen preview of this presentation that displays a timer for you to practice the timing of an on-screen slide show.
- Display and select the Slide Master.
- Format the presentation for an "ON-SCREEN SHOW".
- Create a new slide master.
- Remove the pink fill color from behind the selected text. (Do NOT use ALT-F4.)
- Fill the selected cells with the color yellow.
- Display the slide on the screen at 100% magnification.
- Automatically remove the border from around the selected object.
- Create a new blank presentation.