Fairfield Public Schools

Fairfield, Connecticut



Computer Proficiency Exam

Study Guide

2012

**Office 2010**

 **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

1. Start Word

2. Create a new blank document

3. Create a new document from a template

4. Open an existing document

5. Save a document

6. Close a document

7. Exit Word

8. Save a document with a new file name

9. Modify document properties

10. Create an AutoCorrect entry

11. Print a document

12. E-mail a document

13. Fax a document

14. Use the Document Inspector

15. Undo and redo an action

16. Insert text

17. Move text

18. Select text

19. Convert a hyperlink to regular text

20. Display the ruler

21. Zoom in on a document

22. Switch between open Word documents

23. Delete a section break

24. Delete a content control

25. Copy and paste text

26. Cut and paste text

27. Use the Format Painter

28. Use the Office Clipboard

29. Use Paste Options

30. Paste all items from the Office Clipboard

31. Change the font

32. Change the font size

33. Bold text

34. Italicize text

35. Change the color of text

36. Clear formatting

37. Apply a text effect

38. Change character spacing

39. Create a bulleted list

40. Create a numbered list

41. Create a numbered multi-level list

42. Change bullet style to picture bullets

43. Indent the first line of a paragraph

44. Modify paragraph spacing

45. Indent paragraphs

46. Center a paragraph

47. Adjust line spacing

48. Right-align a paragraph

49. Display formatting marks

50. Apply shading to text

51. Set a tab stop

52. Set a tab leader

53. Add a custom paragraph border

54. Create a hanging indent

55. Apply a style to a paragraph

56. Apply a Quick Style to text

57. Find and replace text

58. Search for text

59. Insert a page break

60. Create a table

61. Enter data in a table

62. Insert clip art

63. Insert a hyperlink

64. Edit a hyperlink

65. Set a hyperlink screen tip

66. Create a document header

67. Insert page numbers

68. Format page numbers to start at a different number

69. Change the footer for odd and even pages

70. Format a letter as a drop cap

71. Insert a building block

72. Insert a Quick Part

73. Change the theme

74. Change the theme colors and theme fonts

75. Apply theme effects

76. Modify document margins

77. Create custom margins

78. Set the gutter margin

79. Change the page orientation

80. Insert a section break

81. Create columns

82. Insert a column break

83. Balance columns

84. Create columns from this point forward

85. Change column formatting

86. Format a section of the document

87. Change paper size

88. Create a footnote

89. Insert a citation

90. Insert a bibliography

91. Edit a citation

92. Create a source

93. Check spelling

94. Correct a misspelled word

95. Use the Thesaurus

96. Use the Research pane

97. Grammar check

98. Use One Page view

99. Zoom to the width of a page

100. Switch to Outline view

101. View documents side by side

102. Split the Word window

103. Apply a picture effect

104. Wrap text around a graphic

105. Resize a graphic

106. Apply a table style

107. Resize table columns to fit contents

108. Align data in table cells

109. Count words in a document

EXCEL

1. Locate and open an existing workbook

2. Save a workbook with a new name

3. Create a new workbook from a template

4. Print a worksheet

5. Use Print Preview

6. E-mail a workbook

7. Undo an action

8. Rename a worksheet

9. Format worksheet tabs

10. Reorder worksheets

11. Navigate between worksheets

12. Insert a new worksheet

13. Copy a worksheet

14. Enter numbers in a cell

15. Enter text in a cell

16. Move cell contents

17. Use relative cell references

18. Use absolute cell references

19. Select non-adjacent cells

20. Fill adjacent cells with formulas

21. Modify column width

22. Modify row height

23. Copy cell contents

24. Use the Format Painter

25. Change the font

26. Change the font size

27. Apply bold

28. Italicize text

29. Add borders

30. Change the font color

31. Change fill color

32. Rotate text

33. Merge cells and center their content

34. Align cell contents

35. Indent cell contents

36. Apply the accounting number format

37. Apply the date number format

38. Apply the percent style to a range

39. Increase the number of decimal places

40. Apply conditional formatting to a range of cells

41. Add a conditional formatting rule

42. Edit a conditional formatting rule

43. Create data bars

44. Apply a Table Style

45. Apply styles

46. Clear formatting

47. Insert a cell

48. Insert rows

49. Delete cells

50. Delete rows

51. Delete a worksheet

52. Hide and unhide columns

53. Autofill a numeric series

54. Clear cell content

55. Find and replace text

56. Insert clip art

57. Insert a SmartArt graphic

58. Create a column chart

59. Create a 3-D pie chart

60. Resize a chart

61. Create a chart sheet

62. Create a sparkline for a range of numeric cells

63. Insert a header

64. Apply a theme to a worksheet

65. Modify worksheet orientation

66. Fit a worksheet to one page for printing

67. Create a formula using the SUM function

68. Create a formula using the MAX function

69. Create a formula using the MIN function

70. Create a formula using the AVERAGE function

71. Create a formula using the COUNT function

72. Print formulas

73. Enter a formula using the keyboard

74. Type a formula that discounts a value

75. Enforce precedence in a formula

76. Check spelling

77. Add a comment

78. Delete a comment

79. Edit a comment

80. Use Page Break Preview

81. Use Page Layout view

82. Apply a style to a chart

83. Format a chart element

84. Change the chart type

85. Explode a 3-D pie chart

86. Format a chart data series

87. Create a combination chart

88. Add a text box and an arrow to a chart

89. Insert a chart title

90. Move a legend in a chart

91. Modify a chart axis

92. Display gridlines on a chart

93. Rotate and tilt a 3-D pie chart

Access

1. Start Access

2. Open a database

3. Create a new blank database

4. Close the database and exit Access

5. Open a table in Datasheet view

6. Save a table

7. Undo current changes

8. Enter a record in Table Datasheet view

9. Edit data in a table datasheet

10. Navigate records in a table

11. Resize a column in a datasheet to Best Fit

12. Change the font

13. Delete a record

14. Use Filter By Selection in a table datasheet

15. Create a table in Design view

16. Change data type in Design view

17. Add a field to a table

18. Specify a default value for a field

19. Set the primary key for a table

20. Create a one-to-many relationship

21. Display a subdatasheet

22. Change column size in a Datasheet

23. Open the Relationships window

24. Enforce referential integrity in a relationship

25. Create a query using the Simple Query Wizard

26. Use text criteria in a query

27. Use a comparison operator in a query

28. Sort a query on multiple fields in Design view

29. Sort data in a query

30. Use wildcards in a query

31. Use the AND logical operator in a query

32. Use the OR logical operator in a query

33. Use the Like operator in a query

34. Open a form in Form view

35. Navigate records in a form

36. Use a form to add a record

37. Sort records in a form

38. Create a form using the Form Wizard

39. Create a split form

40. Resize a field on a form in Layout view

41. Move a form control

42. Modify a form control

43. Change the font color of a form control

44. Insert a picture in a form

45. Modify tab order in a form

46. Align controls in Form Design view

47. Open a report in Report view

48. Print a report

49. Create a report using the Report Wizard

50. Preview a report

51. Resize a field in a report in Layout view

52. Select multiple report controls in Design view

53. Change the alternate row color in a report

54. Resize a report in Design view

55. Create mailing labels

56. Open the Group, Sort, and Total pane

57. Add a group to a report in Layout view

58. Add a text box to a report in Design view

59. Change the background color of a report section

60. Show and hide the Navigation Pane

61. Rename a database object

PowerPoint

1. Start PowerPoint

2. Open an existing presentation

3. Close a presentation

4. Save a presentation

5. Save a presentation as a template

6. Exit PowerPoint

7. Print full page slides

8. Print speaker notes

9. Print handouts

10. Print in grayscale

11. Record a slide show as a video

12. Compress media

13. Send a presentation by e-mail

14. Modify document properties

15. Use the document inspector

16. Mark a presentation as final

17. Use the Compatibility Checker

18. Undo an action

19. Add text to a title placeholder

20. Zoom in on a slide

21. Change the order of slides in a presentation

22. Add text in the Outline pane

23. Display drawing guides

24. Select a paste option

25. Create a new slide with a specific layout

26. Create a slide using a content placeholder

27. Delete a slide

28. Change the layout of a slide

29. Insert a section into a slide show

30. Insert outline text from Word

31. Insert slides from other presentations

32. Modify the font

33. Modify font size

34. Italicize text

35. Modify text color

36. Create a multi-level bulleted list

37. Center text

38. Indent slide text

39. Convert text to a SmartArt graphic

40. Insert a shape

41. Apply a style to a table

42. Apply a style to a shape

43. Apply an artistic effect to a picture

44. Insert a table

45. Insert a picture

46. Insert clip art

47. Find clip art online

48. Insert a chart

49. Add text to a shape

50. Add a text box

51. Add a footer to all slides except the title slide

52. Display the date on all slides except the title slide

53. Display slide numbers on all slides except the title slide

54. Insert WordArt

55. Change the theme

56. Change the theme colors

57. Save a custom theme

58. Apply a custom theme to a presentation

59. Apply texture to slide background

60. Animate a shape using a motion path

61. Animate a bulleted list

62. Apply an animation effect to a bulleted list

63. Apply an entrance animation effect to a shape

64. Apply transition effects to a single slide

65. Apply a transition effect to all slides in a presentation

66. Modify the start timing of an animation

67. Manually adjust slide show timings

68. Run a slide show

69. Go to a specific slide during a slide show

70. End a slide show

71. Highlight during a slideshow

72. Set Slide Show Timings

73. Hide a slide during a slide show

74. Rehearse timings

75. Check spelling

76. Use the Mini Translator

77. Switch to Slide Master view

78. Use Notes Page view

79. Display the rulers

80. Add a border to a picture

81. Apply a style to a picture

82. Apply an effect to an image

83. Align objects on a slide

84. Group objects on a slide

85. Recolor a picture

86. Format an image

87. Compress a picture

88. Resize a graphic

89. Apply a style to a SmartArt Diagram

90. Distribute table rows evenly

91. Modify the chart style

92. Apply a background style

93. Print an outline