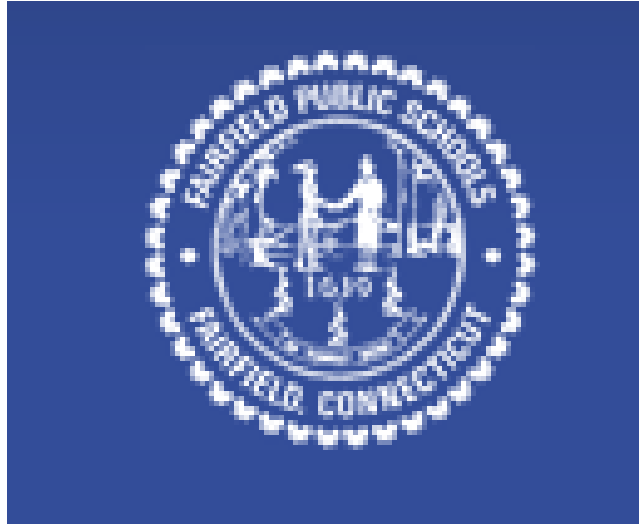


Fairfield Public Schools

Fairfield, Connecticut



Computer Proficiency Exam

Study Guide

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