

CGS2100 MICROCOMPUTER FUNDAMENTALS AND APPLICATIONS CREDIT BY EXAMINATION

STUDENT INFORMATION GUIDE

The following information is included in this document:

- **Description of CBE Test and Testing Policies**
- **Study Guides for the test**

**This document contains information about Valencia Community College's Credit
by Examination option for
CGS2100 Microcomputer Fundamentals and Applications.**

CGS2100 MICROCOMPUTER FUNDAMENTALS AND APPLICATIONS
(Microsoft Office 2007 software package)
CREDIT BY EXAMINATION

ABOUT THE EXAM...

PURPOSE: This Credit by Exam option is offered by the Computer Information Technology departments at Valencia Community College. The exam is designed for students who have prior knowledge of basic computer concepts and Microsoft applications—Word, Excel, Access and PowerPoint and want to receive Valencia credit for CGS 2100, Computer Fundamentals and Applications. Any student who achieves a passing score on this exam will be awarded three (3) credits for CGS 2100.

NOTE: The student is only guaranteed credit at Valencia Community College upon successful completion of this examination. Students who intend to transfer this course to another institution must verify with that institution any policies relating to transfer of credit-by-examination credit.

DESCRIPTION: The CGS2100 Computer Fundamentals and Applications Credit by Exam test will require you to:

- Demonstrate basic familiarity with computer concepts, hardware, operating systems, and file management
- Demonstrate working knowledge of a word processor, spreadsheet, database and presentation application (MS Office 2007)
- Demonstrate working knowledge of the World Wide Web (WWW) and electronic mail

Part 1 will cover computer concepts including hardware, operating systems, file management concepts, and the Internet. Parts 2 will test knowledge of the Microsoft applications.

REQUIREMENTS: In order to take the exam, you must satisfy the following requirements:

- Must be a regularly enrolled student at Valencia Community College (excludes transient students).
- You must have an Atlas email account to ensure notification of exam results.
- Must complete the registration steps outlined below

STUDENTS WITH DISABILITIES: Individuals with a documented disability who require special accommodations in order to participate in this credit by examination should check the box on the application. A copy of the examination will be made available to the Office of Students with Disabilities and they will administer the examination. If you have any questions, please contact the Credit-by-Examination Administrator on your campus or the OSD office.

TESTING POLICY: It is important to understand the following procedures and policies regarding the examination process:

- **Passing Grade:** You must achieve a total score of 75% on the exam to get credit for this course.

- Retest Policy: You may take the test only one time.
- Required Software: **Simnet software by McGraw Hill**. This software can be purchased at the Valencia Bookstore on the East and West Campus or at <http://valenciaeast.simnetonline.com>. You will have to register yourself at <http://valenciaeast.simnetonline.com> in order to take the exam. The section you will have to register for is called “VCC CGS 2100 Credit By Exam”.
- Refund Policy: Registration fees are not refundable. You must bring your Valencia ID to your exam session.
- **East Campus:** You must contact ***Jerry Hensel***, the Credit by Exam administrator by email at ghensel@valenciacc.edu or by phone at 407-582-2509 in order to get set up for the Exam.
- You should contact your exam administrator if you do not receive notification within 2 weeks. Notification will be sent through Atlas email. If you have difficulty during an examination, you should talk to your exam administrator immediately. If you wish to contest an exam score after the examination is completed, you must contact your exam administrator.
- If you need verification of successful completion of the exam, you can contact the registrar.

STEPS TO COMPLETE CREDIT BY EXAMINATION:

1. Contact the Business IT and Public Services department on East Campus {8-105} to find out where to pick up the application for Credit By Examination for CGS 2100. It can be also downloaded from www.valenciacc.edu/departments/east/business/WaiverandCreditbyExamInformation.cfm .
2. Complete the application and contact the credit by exam administrator to see Simnet interface
3. Pay the required fee at the Finance office and return a marked paid copy of the application to the department office. Fees are not refundable.
4. Purchase the Simnet Software.
5. You must provide picture identification and a copy of the examination application on test day.
6. Allow at least 3 hours for the exam.

TEXTBOOK REFERENCES: Students who wish to use a textbook to prepare for this exam should consult any textbook that covers Microsoft Office 2007. A study guide for Simnet is available for download at www.valenciacc.edu/departments/east/business/WaiverandCreditbyExamInformation.cfm .

QUESTIONS: If you have any further questions or need additional information, please contact the exam administrator.

Study Guide: Concepts Exam

Students should have a textbook understanding of the following terms.

1. Computer Definition
2. Computer Categories
3. Hardware
4. Motherboard/Mainboard
5. Peripheral Devices
6. Types of User Interface
7. Computer Components
8. System Software
9. Application Software
10. The Boot Process
11. Storage Devices, Letters, Drives
12. Software Licenses
13. Multimedia
14. Software Compatibility
15. Directories, Folders, Files
16. Executable Files
17. Data Files
18. Physical File Storage
19. Storage Media
20. Memory Types
21. Data Representation
22. The Central Processing Unit
23. Types of Operating Systems
24. Network Types
25. Expansion Slots and Cables
26. Local Area Networks
27. E-Mail
28. The Internet and the WWW
29. Viruses and Hackers
30. Computer Viruses

Study Guide: Word 2007

On this exam the students will be asked to carry out the following tasks using Microsoft Word 2007 or higher:

1. Insert/Edit text
2. Cut, Copy and paste text
3. Use Paste Special
4. Move text
5. Find and replace text
6. Apply bold, underline, Italics to text
7. Use AutoCorrect
8. Check spelling and grammar
9. Use the Thesaurus
10. Use Format Painter
11. Insert a date
12. Modify a date field
13. Change paragraph line spacing
14. Apply a paragraph border
15. Apply shading to paragraphs
16. Indent paragraphs
17. Set Center tabs
18. Modify tabs
19. Add bullets and numbering
20. Search and Replace text
21. Center, left, right align text
22. Apply paragraph styles
23. Create a document header or footer
24. Insert page breaks, page numbers
25. Modify page margins
26. Change the page orientation
27. Create and modify tables
28. Apply AutoFormats to tables
29. Modify table borders
30. Shade table cells
31. Insert rows or columns in a table
32. Delete table rows or columns
33. Modify cell formats
34. Use Print Preview
35. Print documents
36. Create folders for document storage
37. Save and rename a document
38. Use Save As
39. Add images to a document

Study Guide: Excel 2007

On this exam the students will be asked to carry out the following tasks using Microsoft Excel 2007 or higher:

1. Insert a cell
2. Delete selected cells
3. Merge cells
4. Split cells
5. Move cells
6. Use Paste Special
7. Edit text in cells
8. Edit numbers in cells
9. Apply number formats (currency, percent, dates, comma)
10. Clear cell content or format
11. Add functions to formulas
12. Check spelling in a worksheet
13. Use find and replace to change cell contents or formats
14. Filter lists using AutoFilter
15. Locate and open existing workbooks
16. Create folders for saving workbooks
17. Use Save
18. Open a workbook from a folder created for workbook storage
19. Use Save As to store workbooks to different locations/unique name/alternate file format
20. Format cells
21. Insert and delete columns and rows
22. Hide and unhide rows and columns
23. Freeze and unfreeze rows and columns
24. Modify row height
25. Modify column widths
26. Modify alignment
27. Apply Styles
28. Apply AutoFormats to worksheets
29. Modify worksheet orientation
30. Add headers or footers to worksheets
31. Set Page Setup options for printing
32. Print a print area
33. Preview or print non-adjacent selections of worksheets in a workbook
34. Insert worksheets into a workbook
35. Delete a worksheet from a workbook
36. Reposition worksheets in a workbook
37. Format worksheet tabs
38. Share data among worksheets using 3-D cell references in formulas
39. Create and edit formulas using the Formula bar
40. Enter a range within a formula using dragging
41. Use absolute and relative references
42. Create formulas using the SUM function
43. Create formulas using the MIN function
44. Create formulas using the MAX function
45. Create formulas using the DATE function
46. Create formulas using the NOW function
47. Create formulas using the PMT function
48. Create formulas using the IF function
49. Create charts using the pie chart types
50. Create charts using the column chart types

Study Guide: Access 2007

On this exam the students will be asked to carry out the following tasks in Microsoft Access 2007 or higher:

1. Create databases using the Access 2007
2. Open Access objects in the appropriate views
3. Open Access objects in the datasheet view
4. Use navigation controls to move among records in a table
5. Add a lookup field to a table using the Lookup Wizard
6. Change the data type
7. Add a calculated field to a Select query
8. Format results displayed in a calculated field
9. Create forms using the form Wizard
10. Create auto forms
11. Modify the properties of a form
12. Modify specific controls on a form
13. Enter records into a datasheet table
14. Enter records using a form
15. Edit records from a table using a datasheet
16. Edit records from a table using a form
17. Delete records from a table using a datasheet
18. Delete records from a table using a form
19. Create queries using Wizards
20. Sort records in a database
21. Filter datasheet by form
22. Filter datasheet by selection
23. Create a one-to-many relationship using the Relationships window
24. Enforce referential integrity in a one-to-many relationship
25. Create a report using Report Wizard
26. Add calculated controls to a report section
27. Preview a report
28. Print a report

Study Guide: PowerPoint 2007

On this exam, the students will be asked to carry out the following tasks using Microsoft PowerPoint 2007 or higher:

1. Create presentations from a blank presentation
2. Navigate among different views (slide, slide sorter, slide show)
3. Change Views
4. Add slides to presentations
5. Delete slides from a presentation
6. Create a specified type of slide
7. Copy a slide from one presentation to another
8. Add information to the Date/Time area of Slide Master
9. Add text to slides
10. Edit text on slides
11. Format text in slides
12. Enhance text in slides
13. Use find and replace
14. Check Spelling
15. Promote and Demote text in the Outline pane
16. Add AutoNumber bullets
17. Add graphical bullets
18. Create tables on slides
19. Add Clip-art images to slides
20. Add charts to slides
21. Build an organization chart
22. Modify an organization chart
23. Add an image to every slide in the presentation
24. Create a text box
25. Apply user-defined formats to tables
26. Format slides differently in a single presentation
27. Apply an animation scheme to a group of slides or an entire presentation
28. Apply transition effects to a group of slides or an entire presentation
29. Customize slides
30. Change the order of slides in a presentation
31. Modify the slide sequence in the outline pane
32. Change the layout of individual slides
33. Add hyperlinks to slides
34. Print slides, handouts, speaker notes, comments pages
35. Run a slide show