CIS 101  COMPUTER ESSENTIALS

TESTOUT INSTRUCTIONS & TEST OBJECTIVES

Please read this packet carefully prior to registering and paying for the testout for CIS 101: Computer Essentials. If, after reading this information, you still have questions, please contact:

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CIS 101: Computer Essentials
Testout Instructions and Objectives

- You can only take this test once. If you fail the test you will need to register for and take the class before graduation if it is required for your program.
- You should read all of these instructions carefully before deciding to take the test.
- You should have skill in at least 80% of the following objectives before attempting to take the testout test for CIS 101: Computer Essentials.
- These objectives are detailed, lengthy and specific to give you the best possible idea of the content of CIS 101. It does not mean you will be tested on every single listed objective in the testout test.
- If you feel that you have the required skills, register and pay at testing.southeasttech.edu.
- Testing will be at the Testing Center in the Ed Wood building on the south end of the campus on the date/time you signed up.
- You should plan for the test to take 90 minutes, but plan a 2-hour block of time for test startup instructions, completion, finalization and paperwork.

Performance Test Objectives

Students should be able to sufficiently perform the following task or action.

Note: Some actions in this list are combined.

Microsoft Word 2013

1. Undo and redo an action
2. Select, move, or insert text
3. Switch to Print Layout view
4. Change the font color, and size
5. Apply an effect or shading to text
6. Apply a style or effect to a picture
7. Center a paragraph
8. Change paragraph spacing
9. Change the theme colors
10. Display/hide formatting marks
11. Create a bulleted list from existing text
12. Set a tab stop
13. Add a page border
14. Set custom margins
15. Center page contents vertically
16. Correct a misspelled word
17. Resize a graphic
18. Specify the dimensions of a picture
**Microsoft Excel 2013**

1. Format or rename a worksheet tab
2. Select and enter a number in a cell
3. Fill adjacent cells with formulas
4. Use relative cell references
5. Enter a formula using the keyboard
6. Select non-adjacent cells
7. Edit cell content
8. Change the font size
9. Apply bold formatting to text
10. Change the font color of a cell
11. Merge cells and center their content
12. Apply the Accounting or Comma number format
13. Apply a cell style
14. Autofit column contents
15. Clear cell contents
16. Create a 3-D pie chart in the current worksheet
17. Create a formula using the SUM function
18. Insert a chart title
19. Change the chart style
20. Move a chart to a different worksheet

**Microsoft Access 2013**

1. Switch to Table Design view
2. Change the Field Size property in Design
3. Change a field’s data type in Datasheet
4. Navigate to the next record in a datasheet
5. Add a field to a table in Datasheet view
6. Add a caption to a field
7. Add a record to a table
8. Change the decimal places property in Design View
9. Create a table in Design view
10. Enter a record in a datasheet
11. Move a field in a table in Datasheet view
12. Rename a field in Datasheet view
13. Resize a datasheet column to best fit
14. Select a field in Design view
15. Set a tables primary key in Design view

**Windows 8 Operations & File Management**

1. Extract Compressed files
2. Switch from one desktop app to another
3. View the contents of the recycle bin
4. Display the desktop
5. Maximize or minimize a window
6. Move or size a window
7. Redisplay a minimized window
8. Display the Charms bar
9. Return to the Start screen from the desktop
10. Rename a file
11. Create a folder
12. Use keyboard shortcuts

Microsoft PowerPoint 2013

1. Add text to a placeholder
2. Create a bulleted or multi-level bulleted list
3. Insert a picture or clip art using a content placeholder
4. Navigate Normal view
5. Duplicate or Move an object or a slide in Normal view
6. Change the layout of a slide
7. Insert a slide with a specified layout
8. Apply a theme to a presentation or transition effect to all slides in a presentation
9. Run a slide show
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