

DATA 1123 Fundamentals of Information Technology

Test Out Information

Testing Procedures:

1. The Test Out is comprised of 6 parts: Computer Concepts, File Management, Word, Excel, Access, and PowerPoint. You must score 70 percent out of 100 on each of the 6 parts in order to “Test Out” of the course.
2. You will have 3 hours to complete all components of the test. You will take the concepts part first. Then the remainder of your time can be spent working the other 5 parts.
3. The test will be given on the following dates:

Test Date	Schedule by	Call to schedule	Test Time	Room
May 20	May 19, 4:30 p.m.	Jessica Beard, 501.332.0201	9-12	B110
May 24	May 23, 4:30 p.m.	Cathy Boyett, 501.332.0207	6-9 p.m.	B110
September 27	September 26, 4:30 p.m.	Jessica Beard, 501.332.0201	6-9 p.m.	B110
September 30	September 29, 4:30 p.m.	Cathy Boyett, 501.332.0207	9-12	B110

4. The Test Out non-refundable fee is \$50 and must be paid in advance of the testing date. You can pay this fee to the Business Office (see Rebrenda Schultz).
5. You must bring to the test the paid receipt and a photo ID.
6. If you pass the test, credit will be recorded on your OTC official transcript. This is credit only and will not calculate into your GPA because no grade is assigned. Because no grade is assigned, this credit is not transferrable to another institution.

What to know:

FILE MANAGEMENT

- Locate and work in various drives
- With folders, be able to:
 - Create
 - Copy
 - Move
 - Delete
 - Rename
 - Be able to select adjacent and nonadjacent folders

- With files, be able to:
 - Copy
 - Move
 - Delete
 - Rename
 - View properties
 - Be able to select adjacent and nonadjacent files
- Be familiar with Disk Management options
- Sort by name, type, size, and date modified
- Search for folders and files
- Use the wildcard key when searching for folders/files
- Find the path to folders/files
- Familiar with File Management Utilities –hard drive maintenance
- Properties—drives and files

WORD

- Create and save a file
- Open and edit a file
- Save files in various formats (.doc, .docx, .pdf, .txt) and know the difference between the formats
- Bold, Italic, Underline
- Center, Right, Left and Full Justify
- Change the font
- Change the point size
- Change font color
- Set Margins
- Set line spacing
- Bullets
- Numbering
- Insert a picture from the Internet
- Insert clipart
- Wrap text around a picture
- Move and resize a picture
- Insert text/wordart
- Insert and edit headers and footers
- Page Numbering
- Move Text (cut and paste)
- Copy Text (copy and paste)

- Insert symbols
- Spell check and thesaurus
- Insert page and paragraph borders
- Insert watermark

EXCEL

- Insert cell contents
- Modify cells
- Widen columns
- Center, Left, Right align cell contents
- Format with bold, italic, underline
- Change font, font color and point size
- Key formulas to add, subtract, multiply and divide cells
- Functions – (sum, average, minimum, maximum, count)
- Insert columns and rows
- Delete columns and rows
- Move columns and rows
- Sort columns alphabetic and numeric
- Center worksheet title across a selection
- Create various types of graphs based on non-adjacent columns
- Edit graphs (colors, title, legend)
- Move and resize graphs
- Name worksheet tab

ACCESS

- Create a Database
- Create table using table design
- Create Fields in a table (text, numeric, date/time, yes/no, currency)
- Set field properties
- Modify and move fields
- Understand and set primary key
- Simple query wizard
- Simple report wizard
- Simple form wizard
- Modify records in design view
- Modify table in datasheet view and in form view

- Delete records from table
- Form relationship between 2 tables and enforce integrity
- Create query from 2 tables
- Create query using double criteria (AND)
- Rename objects

PowerPoint

- Use various slide layouts
- Apply, remove and change slide themes
- Change background color (solid, gradient, picture from file, texture)
- Apply custom animation on slide elements
- Use slide transition between slides
- Insert pictures from file and from Internet
- Insert clip art from the Internet and from the clip art collection
- Insert animated clip art from the Internet
- Apply sound to slide elements
- Insert audio file and set to play throughout at least 2 slides
- Insert voice recording
- Insert word/text art and modify
- Resize, move, rotate slide elements
- Understand and use order and timing on elements entering the slide view
- Insert video found on the Internet into a slide
- Insert hyperlink
- Package the slide show so that it can be played on any computer and all of the elements will work
- Copy the packaged slide show to a CD

CONCEPTS

The textbook used in the DATA 1213 Fundamentals of Information Technology course is:

Computers Are Your Future, 11th ed. ISBN-13: 978-13-509281-1

Author: Catherine La Berta

Publisher: Pearson

Companion website: www.pearsonhighered.com/cayf

The website provides you with chapter outlines, PowerPoints, and practices quizzes for each chapter in the book.