

## **Computer Literacy Exam Information and Study Guide**

The Computer Literacy Exam consists of two parts: an objective assessment and a hands-on assessment of Microsoft Office 2007 skills. The objective assessment consists of multiple choice questions. The objective segment tests the student's knowledge of Microsoft applications that include: Word, Excel, PowerPoint, and Access. The hands-on segment consists of four sections:

- **WORD:** Student will complete one or more documents utilizing Microsoft Word 2007.
- **EXCEL:** Student will complete a spreadsheet and chart utilizing Microsoft Excel 2007.
- **POWERPOINT:** Student will construct a slide show utilizing Microsoft PowerPoint 2007.
- **ACCESS:** Student will create a database, query, and report utilizing Microsoft Access 2007.

After completing both portions of the exam, the student will receive the results within **15 school days**.

The student is allowed four (4) hours for the total exam. If a student prefers, due to schedule conflicts, the test may be scheduled in two segments: a one (1) hour segment for the objective assessment and a three (3) hour segment for the hands-on assessment. Testing arrangements must be made before the student begins the exam and may not be changed once the student has started the test. In other words, a student may not sign up for a four-hour segment and then decide during the test time that he/she prefers to complete the hands-on segment of the test at a later time. Schedule an appointment by calling the Learning Assistance Center Tutoring and Testing at 829-3876 or 3870.

If you are waiving the requirement, the fee for the test must be paid as follows: 1) when you call to make the appointment, a \$15 non-refundable, non-transferable administration fee to secure the appointment and 2) \$30 on the date of the test. If you are taking the test for credit, 1) pay a \$15 non-refundable, non-transferable administration fee to secure the appointment and 2) 40% of tuition for 3 credit hours prior to taking the test. Please arrive at the Learning Assistance Center a little early to allow time for processing paperwork.

In order to show eligibility to take the Computer Literacy exam, all UIW students must process a *Request for Credit by Exam* form through their advisor and the Assistant Registrar. Any students wanting credit hours must also process the *Application to Challenge* form. AD-CaP students should process the *Request for Credit by Examination* (to waive or for credit) and the *Application for Challenge Exam* (for credit) through their advisor and the Assistant Registrar for AD-CaP. On the day of the test, the student must bring the yellow copy of the approved *Request for Credit by Exam*, the *Application to Challenge* (if applicable), and the receipt of payment for the administration fee and the test. The test will not be administered without these documents.

**NOTE:** The test may only be taken once. Students who register for and complete the Competency Exam are not allowed to then challenge the Computer Literacy Course for credit. Students wishing to challenge any course for credit must first register with the Registrar's office and pay the appropriate fees for challenging a course.

This study guide includes the course content of a basic Computer Literacy course. Before registering for the test, students should review the study guide. The test will assess the student's knowledge of this material. A student must pass each segment of the test with a 70% or better to be considered to have satisfied the University of the Incarnate Word's requirement for computer literacy and be allowed to waive the requirement of a computer literacy course.

The following texts are recommended references for review purposes:

Microsoft Office 2007, Volume 1, Volume 2, Third Edition, Grauer, et al. Prentice Hall, Upper Saddle River, NJ, Columbus, OH

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**JS Bruner**

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**2004-2005 Guide to Educational Credit by Examination** Jo Ann Robinson,Troy Polite,Nancy Musick,2004

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**Byte** ,1997 **Documentation Abstracts** ,1998 *Computer Books and Serials in Print* ,1985 Scientific and Technical Books and Serials in Print ,1989 *Cumulated Index to the Books* ,1999 *Tech Directions* ,1995 **Essentials**

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## **Table of Contents Computer Literacy Exam Information And Study Guide**

1. Understanding the eBook Computer Literacy Exam Information And Study Guide
  - The Rise of Digital Reading Computer Literacy Exam Information And Study Guide
  - Advantages of eBooks Over Traditional Books
2. Identifying Computer Literacy Exam Information And Study Guide
  - Exploring Different Genres
  - Considering Fiction vs. Non-Fiction
  - Determining Your Reading Goals
3. Choosing the Right eBook Platform
  - Popular eBook Platforms
  - Features to Look for in an Computer Literacy Exam Information And Study Guide
  - User-Friendly Interface
4. Exploring eBook Recommendations from Computer Literacy Exam Information And Study Guide
  - Personalized Recommendations
  - Computer Literacy Exam Information And Study Guide User Reviews and Ratings
  - Computer Literacy Exam Information And Study Guide and Bestseller Lists
5. Accessing Computer Literacy Exam Information And Study Guide Free and Paid eBooks
  - Computer Literacy Exam Information And Study Guide Public Domain eBooks
  - Computer Literacy Exam Information And Study Guide eBook Subscription Services
  - Computer Literacy Exam Information And Study Guide Budget-Friendly Options
6. Navigating Computer Literacy Exam Information And Study Guide eBook Formats
  - ePub, PDF, MOBI, and More
  - Computer Literacy Exam Information And Study Guide Compatibility with Devices
  - Computer Literacy Exam Information And Study Guide Enhanced eBook Features
7. Enhancing Your Reading Experience
  - Adjustable Fonts and Text Sizes of Computer Literacy Exam Information And Study Guide
  - Highlighting and Note-Taking Computer Literacy Exam Information And Study Guide
  - Interactive Elements Computer Literacy Exam Information And Study Guide
8. Staying Engaged with Computer Literacy Exam Information And Study Guide

- Joining Online Reading Communities
- Participating in Virtual Book Clubs
- Following Authors and Publishers Computer Literacy Exam Information And Study Guide

9. Balancing eBooks and Physical Books Computer Literacy Exam Information And Study Guide

- Benefits of a Digital Library
- Creating a Diverse Reading Collection Computer Literacy Exam Information And Study Guide

10. Overcoming Reading Challenges

- Dealing with Digital Eye Strain
- Minimizing Distractions
- Managing Screen Time

11. Cultivating a Reading Routine Computer Literacy Exam Information And Study Guide

- Setting Reading Goals Computer Literacy Exam Information And Study Guide
- Carving Out Dedicated Reading Time

12. Sourcing Reliable Information of Computer Literacy Exam Information And Study Guide

- Fact-Checking eBook Content of Computer Literacy Exam Information And Study Guide
- Distinguishing Credible Sources

13. Promoting Lifelong Learning

- Utilizing eBooks for Skill Development
- Exploring Educational eBooks

14. Embracing eBook Trends

- Integration of Multimedia Elements
- Interactive and Gamified eBooks

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