

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 329-3876 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 1, Third Edition, Grauer, et al. Prentice Hall, Upper Saddle River, NJ, Columbus, OH

Computer Literacy Exam Study Guide

Sebastian Brünink



Computer Literacy Exam Study Guide:

Practical Computer Literacy and Interactive Study Guide 2 CD Set June Jamrich Parsons, Dan Oja, 2009-07-28 Make sure you have everything you need to study for and pass the IC3 exams and become a confident computer user This 2CD set contains the robust Practical Computer Literacy 2nd Edition BookOnCD and the Practical Computer Literacy 2nd Edition Study Guide Companion CD The BookOnCD contains all of the content found in the printed textbook in addition to screen tours animations and quizzes The Practical Computer Literacy 2nd Edition Study Guide Companion CD simulates the IC3 exam with autograding quizzes exam objectives and page remediations **Computer Literacy/Data Processing** National Learning Corporation, 2020-03-15 Interactive Study Guide to Practical Computer Literacy June Jamrich Parsons, Dan Oja, 2009-07-01 The Study Guide Companion is a must have if you re studying for the IC3 exam This CD based study tool contains 20 quizzes that simulate the actual IC3 exam Additionally the CD includes animations that help you visualize important and difficult concepts and skills **Demonstrate Basic Computer Literacy : Study Guide** Confederation College, Northern College, 1994 *Computer Literacy BASICS* Connie Morrison, Dolores Wells, 2012-03-02 Bring your computer literacy course back to the BASICS COMPUTER LITERACY BASICS A COMPREHENSIVE GUIDE TO IC3 provides an introduction to computer concepts and skills which maps to the newest Computing Core Certification IC3 standards Designed with new learners in mind this text covers Computing Fundamentals Key Applications and Living Online everything students need to pass the IC3 exam and finish the course as confident computer users **Resources in Education** , 1993

Computer Literacy for IC3 John M. Preston, Robert Ferrett, Sally Preston, 2014-06-16 Written to provide all readers with an opportunity to learn and demonstrate computer and Internet literacy Computer Literacy for IC3 is written to align with a certification called Internet and Computing Core Certification IC3 This certification is for users who want to demonstrate the critical computer and Internet skills valued in today s academic and professional environments The Computer Literacy for IC3 text provides students with a broad understanding of the key components of computer literacy in order to prepare for the IC3 GS4 exam The latest editions are written to the Global Standard 4 GS4 the most current IC3 exam being offered This certification has 3 units Each of these units is available as a separate Computer Literacy for IC3 text Unit 1 Computing Fundamentals computer concepts Unit 2 Using Productivity Software Unit 3 Living Online the Internet Unit 2 Using Productivity Software Update to Office 2013 Windows 8 1 1 covers productivity software based on Microsoft R Office 2013 and Windows 8 1 1 including word processing spreadsheets presentation software and databases **Resources in Education** , 1989 **Computer Literacy BASICS** Connie Morrison, Dolores Wells, 2012-09-20 Bring your computer literacy course back to the BASICS COMPUTER LITERACY BASICS A COMPREHENSIVE GUIDE TO IC3 provides an introduction to computer concepts and skills which maps to the newest Computing Core Certification IC3 standards Designed with new learners in mind this text covers Computing Fundamentals Key Applications and Living Online everything your students need

to be prepared to pass the IC3 exam and finish the course as confident computer users Important Notice Media content referenced within the product description or the product text may not be available in the ebook version Thinking Through the Test A Study Guide for the Florida College Basic Skills Exit Tests Dorothy Jean Henry,Mimi Markus,2004-08-02

Computer Literacy for IC3 Unit 3 John Preston,Sally Preston,Robert Ferrett,2012-11-23 Written to provide all readers with an opportunity to learn and demonstrate computer and Internet literacy Computer Literacy for IC3 was written to align with a certification called Internet and Computing Core Certification IC3 This certification is for users who want to demonstrate critical computer and Internet skills valued in today s academic and professional environments The Computer Literacy for IC3 text is written to meet the certification standards and provide readers with a broad understanding of the key components of computer literacy in order to prepare for the exam This certification has 3 units Unit 1 Computing Fundamentals computer concepts Unit 2 Using Productivity Software Unit 3 Living Online the Internet Each of these units is available as a separate Computer Literacy for IC3 text This text contains Unit 3 Living Online covers basics of the Internet including networks email and the impact of computing on society The second edition of Computer Literacy for IC3 has been revised to keep up with the IC3 program s evolution which reflects the recent changes in computers and technology Instead of publishing one large comprehensive text the three units are now available as separate smaller texts Computer Literacy Akademie vir Gevorderde Opleiding,1991

CompTIA A+ Certification All-in-One Exam Guide, Ninth Edition (Exams 220-901 & 220-902) Mike Meyers,2016-01-07 This bestselling on the job reference and test preparation guide has been fully revised for the new 2015 CompTIA exam objectives for exams 901 configuring operating systems including Windows 8 Android and iOS and enhanced mobile centered security and troubleshooting procedures The All in One Exam Guide enables you to take the test with complete confidence It also serves as a practical reference for IT support and technical personnel Bonus electronic content includes Practice exams with hundreds of accurate questions More than an hour of video training featuring Mike Meyers Performance based simulations that prepare you for the performance based questions on the exam A collection of Mike s favorite free PC tools Key Features include Written with the in the trenches voice and clarity Mike Meyers is known for Features pre assessment tests exam tips and Try This sections to reinforce difficult topics Includes a coupon for 10% off of the exam fee a 37 value

The National Guide to Educational Credit for Training Programs American Council on Education,2005 Highlights over 6 000 educational programs offered by business labor unions schools training suppliers professional and voluntary associations and government agencies

Computer Literacy for IC3 Unit 2 John Preston,Robert Ferrett,Sally Preston,Professor of Philosophy John Preston,2009 Written to provide all students with an opportunity to learn and demonstrate computer and Internet literacy Computer Literacy for IC3 was written to align with a certification called Internet and Computing Core Certification IC3 This certification is for users who want to demonstrate critical computer and Internet skills valued in today s academic and professional environments The Computer Literacy for

IC3 text is written to meet the certification standards and provide students with a broad understanding of the key components of computer literacy in order to prepare for the exam This certification has 3 units Unit 1 Computing Fundamentals computer concepts Unit 2 Using Productivity Software Unit 3 Living Online the Internet Each of these units is available as a separate Computer Literacy for IC3 text This text contains Unit 2 Using Productivity Software and covers productivity software based on Microsoft Office including common program functions word processing functions spreadsheet functions and presentation software functions The second edition of Computer Literacy for IC3 has been revised to keep up with the IC3 program s evolution which reflects the recent changes in computers and technology Instead of publishing one large comprehensive text the three units are now available as separate smaller texts Starting with Office Applications Creating a New Word Document and Inserting Graphics and Tables Format and Organize Paragraphs and Documents Formatting Informational Documents Work with Collaborative Tools Creating a Formatting a Worksheet Managing Money Using Formulas and Functions Giving Meaning to Data Using Charts Creating a Presentation Enhancing a Presentation Creating a Customized Database Retrieving Information from Your Database Computer Literacy for IC3 prepares students from the IC3 certification which ensures that students and professionals have all the core skills needed to work in today s technological environment

Computer Literacy for IC3 Unit 1 John Preston,Sally Preston,Robert Ferrett,2012 Written to provide all readers with an opportunity to learn and demonstrate computer and Internet literacy Computer Literacy for IC3 was written to align with a certification called Internet and Computing Core Certification IC3 This certification is for users who want to demonstrate critical computer and Internet skills valued in today s academic and professional environments The Computer Literacy for IC3 text is written to meet the certification standards and provide readers with a broad understanding of the key components of computer literacy in order to prepare for the exam This certification has 3 units Unit 1 Computing Fundamentals computer concepts Unit 2 Using Productivity Software Unit 3 Living Online the Internet Each of these units is available as a separate Computer Literacy for IC3 text This text contains Unit 1 Computing Fundamentals and covers basic computer concepts including computer hardware computer software and using an operating system The second edition of Computer Literacy for IC3 has been revised to keep up with the IC3 program s evolution which reflects the recent changes in computers and technology Instead of publishing one large comprehensive text the three units are now available as separate smaller texts

Essentials of Nursing Informatics Study Guide Juliana J. Brixey,Jack E. Brixey,Virginia K. Saba,Kathleen A. McCormick,2015-09-05 Introducing the most complete compact guide to teaching and learning nursing informatics If you re looking for a clear streamlined review of nursing informatics fundamentals Essentials of Nursing Informatics Study Guide is the go to reference Drawn from the newly revised 6th Edition of Saba and McCormick s bestselling textbook Essentials of Nursing Informatics this indispensable study guide helps instructors sharpen their classroom teaching skills while offering students an effective self study and review tool both in and out of the classroom Each chapter features a concise easy to

follow format that solidifies students understanding of the latest nursing informatics concepts technologies policies and skills For the nurse educator the study guide includes teaching tips class preparation ideas learning objectives review questions and answer explanations all designed to supplement the authoritative content of the core text Also included is an online faculty resource to supplement classroom teaching offering instructors PowerPoints with concise chapter outlines learning objectives key words and explanatory illustrations and tables To request To request Instructor PowerPoint slides Visit www.EssentialsofNursingInformatics.com and under the Downloads and Resources tab click Request PowerPoint to access the PowerPoint request form Focusing on topics as diverse as data processing and nursing informatics in retail clinics the nine sections of Essentials of Nursing Informatics Study Guide encompass all areas of nursing informatics theory and practice Nursing Informatics Technologies System Life Cycle Informatics Theory Standards Foundations of Nursing Informatics Nursing Informatics Leadership Advanced Nursing Informatics in Practice Nursing Informatics Complex Applications Educational Applications Research Applications Big Data Initiatives The comprehensive yet concise coverage of Essentials of Nursing Informatics Study Guide brings together the best nursing informatics applications and perspectives in one exceptional volume More than any other source it enables registered nurses to master this vital specialty so they can contribute to the overall safety efficiency and effectiveness of healthcare

Documentation Abstracts ,1998 **Subject Guide to Books in Print** ,1993 Proceedings of NECC-82, National Educational Computing Conference, 1982 James Smith,Glenda Schuster Moum,1982

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