

CO-101 INTRODUCTION TO COMPUTER APPLICATIONS

CHALLENGE EXAM

STUDY GUIDE

The Challenge Exam for Introduction to Computer Applications is comprised of 65 true/false and multiple choice questions. It is based on the in-class course where the basics of four Microsoft Office software applications are taught (Word, Excel, Access and PowerPoint).

THERE ARE SEVERAL WAYS TO STUDY FOR THE EXAM

- Read through the Projects for each application. There are CO-101 textbooks on reserve in the Library for this purpose.
- Review and/or complete some step-by-step Projects from the textbook (starting with the Word chapter).
- Also, listed below is a Web site called Learn It Online which may be helpful (see attached). It provides flash cards, practice tests, true/false and multiple choice questions, along with other creative tools to assist you in each of the four learning environments.

- Log on at: <http://scsite.com/wd2007/learn>

<http://scsite.com/ex2007/learn>

<http://scsite.com/ac2007/learn>

<http://scsite.com/ppt2007/learn>

Attached are several Project Summary pages from the three Word chapters to give you an immediate idea of what could be included in the exam. Keep in mind that there are 65 questions covering Word, Excel, Access and PowerPoint.

You can contact the Computer Applications Department at 234-3670 with any questions and/or comments.

Good luck on your exam!

BTW

Quick Reference

For a table that lists how to complete the tasks covered in this book using the mouse, Ribbon, shortcut menu, and keyboard, see the Quick Reference Summary at the back of this book, or visit the Word 2007 Quick Reference Web page (scsite.com/wd2007/qr).

To Quit Word

The following steps quit Word.

- 1 Click the Close button on the right side of the title bar to quit Word; or if you have multiple Word documents open, click the Office Button and then click the Exit Word button on the Office Button menu to close all open documents and quit Word.
- 2 If necessary, click the No button in the Microsoft Office Word dialog box so that any changes you have made are not saved.

Chapter Summary

In this chapter you have learned how to enter text in a document, format text, insert a picture, format a picture, add a page border, and print a document. The items listed below include all the new Word skills you have learned in this chapter.

1. Start Word (WD 5)
2. Type Text (WD 13)
3. Display Formatting Marks (WD 14)
4. Wordwrap Text as You Type (WD 15)
5. Insert a Blank Line (WD 15)
6. Check Spelling and Grammar as You Type (WD 16)
7. Save a New Document (WD 19)
8. Apply Styles (WD 24)
9. Center a Paragraph (WD 26)
10. Select a Line (WD 27)
11. Change the Font Size of Selected Text (WD 28)
12. Change the Font of Selected Text (WD 29)
13. Select Multiple Paragraphs (WD 30)
14. Bullet a List of Paragraphs (WD 32)
15. Undo and Redo an Action (WD 32)
16. Select a Group of Words (WD 33)
17. Bold Text (WD 34)
18. Underline a Word (WD 35)
19. Italicize Text (WD 36)
20. Change the Style Set (WD 37)
21. Change Theme Colors (WD 39)
22. Change Theme Fonts (WD 39)
23. Insert a Picture (WD 41)
24. Apply a Picture Style (WD 44)
25. Change a Picture Border Color (WD 45)
26. Zoom the Document (WD 45)
27. Resize a Graphic (WD 46)
28. Add a Page Border (WD 48)
29. Change Spacing Above and Below Paragraphs (WD 50)
30. Change Document Properties (WD 51)
31. Save an Existing Document with the Same File Name (WD 53)
32. Print a Document (WD 54)
33. Quit Word with One Document Open (WD 55)
34. Open a Document from Word (WD 56)
35. Insert Text in an Existing Document (WD 58)
36. Select a Word and Delete It (WD 59)
37. Close the Entire Document and Start Over (WD 60)
38. Search for Word Help (WD 60)



If you have a SAM user profile, you may have access to hands-on instruction, practice, and assessment. Log in to your SAM account (<http://sam2007.course.com>) to launch any assigned training activities or exams that relate to the skills covered in this chapter.

BTW

Certification

The Microsoft Certified Application Specialist (MCAS) program provides an opportunity for you to obtain a valuable industry credential – proof that you have the Word 2007 skills required by employers. For more information, see Appendix F or visit the Word 2007 Certification Web page (scsite.com/wd2007/cert).

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To Quit Word

This project is complete. The following steps quit Word.

- 1 Click the Close button on the right side of the title bar to quit Word; or if you have multiple Word documents open, click the Office Button and then click the Exit Word button on the Office Button menu to close all open documents and quit Word.
- 2 If necessary, click the Yes button in the Microsoft Office Word dialog box so that any changes you have made are saved.

Chapter Summary

In this chapter you have learned how to change document settings, use headers to number pages, create and modify styles, insert and edit citations and their sources, add footnotes, create a bibliographical list of sources, and use the Research task pane. The items listed below include all the new Word skills you have learned in this chapter.

1. Double-Space Text (WD 78)
2. Remove Space after a Paragraph (WD 79)
3. Switch to the Header (WD 80)
4. Right-Align a Paragraph (WD 81)
5. Insert a Page Number (WD 82)
6. Close the Header (WD 83)
7. Click and Type (WD 85)
8. Display the Rulers (WD 87)
9. First-Line Indent Paragraphs (WD 88)
10. Create a Quick Style (WD 90)
11. AutoCorrect as You Type (WD 91)
12. Use the AutoCorrect Options Button (WD 92)
13. Create an AutoCorrect Entry (WD 93)
14. Change the Bibliography Style (WD 95)
15. Insert a Citation and Create Its Source (WD 96)
16. Edit a Citation (WD 98)
17. Insert a Footnote Reference Mark (WD 100)
18. Insert a Citation Placeholder (WD 101)
19. Modify a Style Using a Shortcut Menu (WD 102)
20. Edit a Source (WD 104)
21. Count Words (WD 107)
22. Page Break Manually (WD 112)
23. Create the Bibliographical List (WD 113)
24. Modify a Style Using the Styles Task Pane (WD 114)
25. Create a Hanging Indent (WD 116)
26. Modify a Source and Update the Bibliographical List (WD 117)
27. Use the Select Browse Object Menu (WD 118)
28. Select a Sentence (WD 120)
29. Move Selected Text (WD 121)
30. Display the Paste Options Menu (WD 122)
31. Find and Replace Text (WD 123)
32. Find Text (WD 124)
33. Find and Insert a Synonym (WD 124)
34. Check Spelling and Grammar at Once (WD 125)
35. View or Modify Entries in a Custom Dictionary (WD 127)
36. Set the Default Custom Dictionary (WD 127)
37. Use the Research Task Pane to Look Up Information (WD 128)
38. Print Document Properties and then the Document (WD 130)



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Envelopes and Labels

Instead of printing the envelope immediately, you can add it to the document by clicking the Add to Document button in the Envelopes and Labels dialog box. To specify a different envelope or label type (identified by a number on the box of envelopes or labels), click the Options button in the Envelopes and Labels dialog box.

Instead of printing an envelope, you can print a mailing label. To do this, click the Labels tab in the Envelopes and Labels dialog box (Figure 3–85 on the previous page). Type the delivery address in the Address box. To print the same address on all labels on the page, click Full page of the same label. Click the Print button in the dialog box.

To Quit Word

This project is complete. The following step quits Word.

- 1 Click the Office Button and then click the Exit Word button on the Office Button menu to close all open documents and quit Word.

Chapter Summary

In this chapter, you have learned how to use Word to insert and format clip art, set and use tab stops, create and insert building blocks, insert the current date, insert and format tables, use print preview, copy and paste, and use templates. The items listed below include all the new Word skills you have learned in this chapter.

1. Use the Grow Font Button to Increase Font Size (WD 151)
2. Color Text (WD 152)
3. Insert Clip Art (WD 153)
4. Resize a Graphic Using the Size Dialog Box (WD 155)
5. Recolor a Graphic (WD 156)
6. Set a Transparent Color in a Graphic (WD 157)
7. Set Custom Tab Stops Using the Tabs Dialog Box (WD 158)
8. Bottom Border a Paragraph (WD 161)
9. Clear Formatting (WD 162)
10. Convert a Hyperlink to Regular Text (WD 163)
11. Create a New File from an Existing File (WD 165)
12. Set Custom Tab Stops Using the Ruler (WD 167)
13. Insert the Current Date in a Document (WD 168)
14. Create a Building Block (WD 170)
15. Insert a Nonbreaking Space (WD 171)
16. Insert a Building Block (WD 172)
17. Insert an Empty Table (WD 173)
18. Enter Data in a Table (WD 175)
19. Apply a Table Style (WD 176)
20. Resize Table Columns to Fit Table Contents (WD 177)
21. Bullet a List as You Type (WD 180)
22. Use a Template (WD 183)
23. Delete Rows (WD 186)
24. Modify Text in a Content Control (WD 187)
25. Switch from One Open Document to Another (WD 189)
26. Copy Items to the Office Clipboard (WD 189)
27. Paste from the Office Clipboard (WD 191)
28. Delete Text and Lines (WD 193)
29. Enter a Line Break (WD 194)
30. Indent a Paragraph (WD 196)
31. Insert a Building Block Using the Quick Parts Gallery (WD 198)
32. Sort Paragraphs (WD 200)
33. Print Preview a Document (WD 201)
34. Address and Print an Envelope (WD 203)



If you have a SAM user profile, you may have access to hands-on instruction, practice, and assessment. Log in to your SAM account (<http://sam2007.course.com>) to launch any assigned training activities or exams that relate to the skills covered in this chapter.

Learn It Online

Test your knowledge of chapter content and key terms.

Instructions: To complete the Learn It Online exercises, start your browser, click the Address bar, and then enter the Web address scs.site.com/wd2007/learn. When the Word 2007 Learn It Online page is displayed, click the link for the exercise you want to complete and then read the instructions.

Chapter Reinforcement TF, MC, and SA

A series of true/false, multiple choice, and short answer questions that test your knowledge of the chapter content.

Flash Cards

An interactive learning environment where you identify chapter key terms associated with displayed definitions.

Practice Test

A series of multiple choice questions that test your knowledge of chapter content and key terms.

Who Wants To Be a Computer Genius?

An interactive game that challenges your knowledge of chapter content in the style of a television quiz show.

Wheel of Terms

An interactive game that challenges your knowledge of chapter key terms in the style of the television show *Wheel of Fortune*.

Crossword Puzzle Challenge

A crossword puzzle that challenges your knowledge of key terms presented in the chapter.

Apply Your Knowledge

Reinforce the skills and apply the concepts you learned in this chapter.

Modifying Text and Formatting a Document

Instructions: Start Word. Open the document, Apply 1-1 Autumn Fest Flyer Unformatted, from the Data Files for Students. See the inside back cover of this book for instructions on downloading the Data Files for Students, or contact your instructor for information about accessing the required files.

The document you open is an unformatted flyer. You are to modify text, format paragraphs and characters, and insert a picture in the flyer.

Perform the following tasks:

1. Delete the word, entire, in the sentence of body copy below the headline.
2. Insert the word, Creek, between the text, Honey Farm, in the sentence of body copy below the headline. The sentence should end: ...Honey Creek Farm.
3. At the end of the signature line, change the period to an exclamation point. The sentence should end: ...This Year's Fest!
4. Apply the Heading 1 style to the headline. Apply the Heading 2 style to the signature line.
5. Center the headline and the signature line.
6. Change the font and font size of the headline to 48-point Cooper Black, or a similar font.
7. Change the font size of body copy between the headline and the signature line to 22 point.
8. Change the font size of the signature line to 28 point.
9. Bullet the three lines (paragraphs) of text above the signature line.
10. Bold the text, October 4 and 5.

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