

Microcomputers Proficiency Test Study Guide

This guide should serve as a general outline for areas in which your students will be asked to show above average ability when taking the proficiency exam. In each topic area an explanation of the desired skill set is given and students should be able to exhibit an understanding that would be at the A or B level.

Keyboarding Skills:

The students should be able to maintain a consistent rate of typing that would be comparable to 30 to 40 words a minute. In maintaining this rate a minimum of errors should be exhibited. In other words the finished document will have an accuracy rating of between 95 and 100%. Errors are counted in spelling and formatting. The proficiency rate allows for use of the backspace key.

Word Processing:

Students should be able to perform the following functions within Microsoft Word:

1. Open a new document
2. Create headers and footers
3. Save to a specified location.
4. Basic use of the formatting toolbar as well as displaying it on the screen.
5. Understanding and ability to cut/copy and paste.
6. Incorporate elements of document design such as line spacing, indentation, sentence spacing and the use of paragraph headings.
7. Incorporate the use of tools such as spell check, thesaurus, and the Help Menu.
8. Inserting preformatted items such as Date, Time and Page Numbers.
9. Insert and work with the formatting for pictures and clipart.
10. Be able to print to a specified printer.

Spreadsheets:

Students should be able to perform the following functions of Microsoft Excel.

1. Format cells to a specified format such as currency, text, number etc.
2. Define the printable area on a spreadsheet and print that defined area.
3. Input basic formulas for computation of desired equations. (Perform the basic functions of add, subtract, multiply and divide)
4. Understand cell naming conventions and place information and formatting within specified cells.
5. Be able to work within the different views of the spreadsheet. Be able to turn on and off the option of viewing formulas and printing them out.
6. Adjust the dimensions of cells, rows and columns.