

COMPUTER TECHNOLOGY

Final Test Review

Excel/Spreadsheet Review

What is a **worksheet**? _____

Excel spreadsheets are made up of _____ and _____.

When a **row** and a **column** meet it creates a _____

True or False: Rows run left to right and are labeled with letters? _____

True or False: Columns run horizontal and are labeled with letters? _____

Draw an example of the following charts that can be created in Excel.

Pie Chart	Line Chart
Column Chart	Bar Chart

Give 3 examples of data being sorted in **descending order**.

1. _____

2. _____

3. _____

Give 3 examples of data being sorted in **ascending order**.

1. _____

2. _____

3. _____

What is the purpose of **filtering** information in a spreadsheet? _____

Give an example of filtering: _____

What column **controlled the sort** in the spreadsheet below? _____

Was it sorted in ascending or descending order? _____

	A	B	C	D
1	Summer Olympics Competitors			
2				
3	<u>Year</u>	<u>Number</u>	<u>Host</u>	<u># of Competitors</u>
4	2000	Summer Olympics XXVII	Sydney, Australia	10651
5	1988	Summer Olympics XXIV	Seoul, South Korea	8391
6	1980	Summer Olympics XXII	Moscow, Soviet Union	5179
7	1984	Summer Olympics XXIII	Los Angeles, United States	6829
8	2008	Summer Olympics XXIX	Beijing, China	10942
9	1992	Summer Olympics XXV	Barcelona, Spain	9356
10	1996	Summer Olympics XXVI	Atlanta, United States	10318
11	2004	Summer Olympics XXVIII	Athens, Greece	10625

Identify (Circle) if the following are functions or formulas.

Function/Formula	Function/Formula	Function/Formula	Function/Formula	Function/Formula
=B4+C4	=SUM(A3:A12)	=(C2+C5)*B12	=MAX(C8:C12)	=COUNT(D3:D6)

Formulas and functions always start with the _____ character

The **AutoSum** button on the Ribbon includes the five most common functions. Define them:

SUM: _____

AVERAGE: _____

COUNT: _____

MAX: _____

MIN: _____

Write down the mathematical symbols for the following:

Addition: _____ Multiplication: _____

Subtraction: _____ Division: _____

Define **formulas:** _____

Define **functions:** _____

Relative cell references _____

Absolute cell references _____

In order to make a cell absolute you must include what symbol? _____

What is the keyboard shortcut to make a cell reference absolute? _____

In order to tell what colors mean in a spreadsheet you should look at the _____

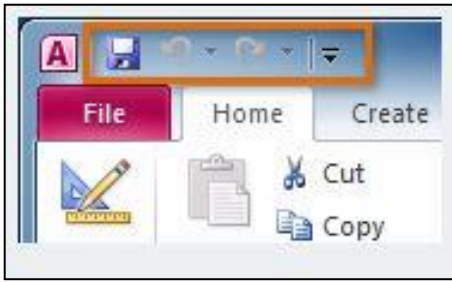
Numbers can have different **formats** in Excel, such as _____

Database/Access Review

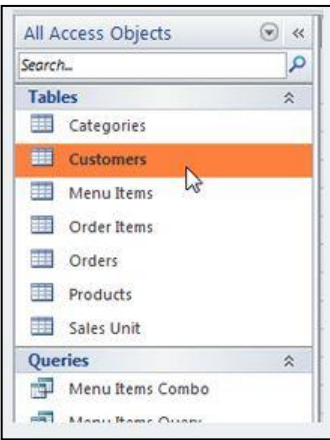
The screenshot displays the Microsoft Access interface. The ribbon at the top includes 'File', 'Home', 'Create', 'External Data', and 'Database Tools'. The 'Database Tools' ribbon is active, showing options like 'Filter', 'Sort & Filter', 'Records', and 'Find'. The 'All Access Objects' task pane on the left lists various database objects: Tables (Categories, Customers, Menu Items, Order Items, Orders, Products, Sales Unit), Queries (Menu Items Query, Order Items Query, Products Query), Forms (Customers, Menu Items, Orders, Products), and Reports (Menu, Order Items Query). The main window shows a form titled 'Customers' with the following data:

Field Name	Value
First Name	Brett
Last Name	Newkirk
Street Address	47 Hill St.
City	Raleigh
State	NC
Zip Code	27608
Email	newkb@email.com
Phone Number	(919)-555-7653

At the bottom of the form, the status bar indicates 'Record: 4 of 194' and 'No Filter'.



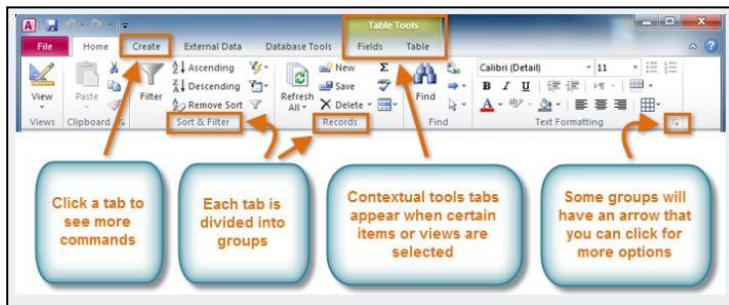
Quick Access Toolbar: Lets you access _____



Navigation Pane: Displays _____

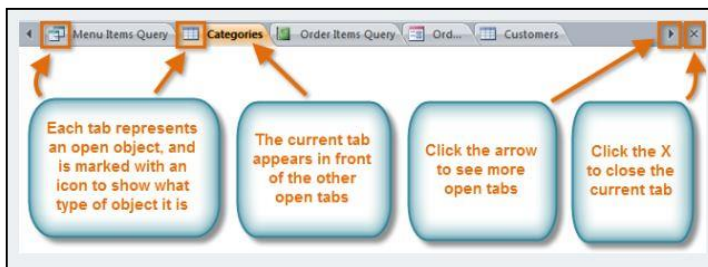
The **objects** are grouped by _____

To open an object, _____



Ribbons: Contains _____

It contains _____, each made up of _____



Document Tab Bar: To view an object:

* _____

* _____

* To see more tabs, _____



Record Navigation Bar: allows you to navigate through records _____

Click the _____ to navigate through the records.

You can jump to a specific record by: _____

141	Ta'Nyia	Jackson	40 Virginia Rd.
142	l'mmoni	Price	788 Cudie Ln.
143	Laila	Blue	7 New St.
144	Makeda	Niebo	412 Dean St.
145	Xiaoxi	Zheng	90 Hillsborough St.

Record: 137 of 194

Search: zheng

Record Search Box: Used to search for any term in the _____
 The first result that matches your search term will appear _____
 To navigate through additional results, press the _____ key

Access Basic Terminology

ID	First Name	Last Name	Street Address
67	Joy	Zachman	807 Lee St.
68	Frances	Trenton	901 Kenan Rd.
69	Latavia		McIver Ct.
70	Kurtis		3 Cobb Rd.
71	Lashaunda		1 Hinton St.
72	Lieselotte		22 Spencer Ave.
73	Sula	Smart	56 Dey Rd.
74	Jude	Smith	929 Greenlaw Dr.
75	Katharine	Kellerman	76 Murphy Ave.
76	Ruiari	O'Brien	100 Aycock St.
77	Tyra	Kirby	8700 Stacey Rd.
78	Michiko	Akiwana	901 Glenwood Ave.
79	Betty	Potter	80 Greene St.
80	Elizabeth	Loges	44 Steven Rd.

Field Names

Field: _____

ID	First Name	Last Name	Street Address	City	State	Zip
84	Magda	Sremski	98 Tyler St.	Raleigh	NC	276
85	Peggy	Moss	1130 Jackson St.	Raleigh	NC	276
94	Morgot	Wade	532 Chronicle Way	Raleigh	NC	276
95	Florent	Marais	53 Ada St.	Raleigh	NC	276
96	Erwan	Hausman	918 Lonesome Dove R	Raleigh	NC	276
97	Rodrigue	Sterling	49 Mockingbird Way	Raleigh	NC	276
102	Theodore	Achi	120 Baker St.	Raleigh	NC	276

Record: _____

Field:	Customers	Orders Table
Table:	Customers	Orders Table
Total:	Group By	Count
Sort:		
Show:	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Criteria:	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

Query: _____

Product Type	Product Name	Quantity
Cakes	Cheesecake	17
Cakes	Buche de Noel (Christmas Cake)- Winter	12
Pies	Pecan	10
Pies	Pumpkin	9
Pies	French Silk	5
Pies	Chocolate Chess	5
Pies	Apple	5

Table: _____
 Tables look very much like: _____

Match the terms with their definitions.

- _____ 1. **Field** a. A collection of records
- _____ 2. **Record** b. Categories for records
- _____ 3. **Query** c. Finding certain records that match a search criterion
- _____ 4. **Table** d. All information about one item in the database

Internet Review

Define the **Internet**: _____

WWW stands for _____. It is _____

In order to create a webpage, it needs to be written in this language: _____

The address for a website is called **Uniform Resource Locator or URL**. What is an example of a web address? _____

What is a **domain name**? _____

Tell what type of domain each website would have.

Website	Domain
Department of Homeland Security	
University of Utah	
Google	
The Road Home	

What is a **hyperlink**? _____

How do you know if there is a hyperlink on a webpage? _____

Web browsers are programs that allow you to view information on the web.

What web browser do you use the most? _____

When you first open a web browser a webpage opens up. What is that web page called?

If you need to communicate with a company in another country, you might use **Web (or Video) Conferencing**. What are two ways to use web conferencing?

Favorites or **Bookmarks** are a place to _____

If a teacher wanted to record class for students who were absent, a good option might be to create a _____.

A **blog** is: _____

A **wiki** is: _____

When narrowing down searches on the Internet you use _____.

Examples of **Boolean operators** are:

1. _____

2. _____

3. _____

4. _____

Email Review

An **e-mail attachment** is: _____

The file you attach keeps all its _____

In your own words, what is the difference between **CC** and **BCC**? _____

If you want to **reply** to **everyone** in an email, you use _____

If you want to **reply just** to the person who sent the email, you use _____

When you receive unwanted emails, such as advertisements, this is known as _____

What is some proper network etiquette (**netiquette**) you should use when using email?

1. _____

2. _____

3. _____

Ethics

What does **AUP** stand for? _____

What is an AUP (details)? _____

Have you ever signed an AUP? Explain. _____

What is the difference between a **copyright** and a **trademark**?

A copyright: _____

A trademark: _____

What is **plagiarism**? _____

What are some of the consequences of plagiarism? _____

How do you protect yourself again plagiarism? _____

PowerPoint

What are **layouts** in PowerPoint? _____

What are some examples of layouts? _____

Why would you want a different layout on different slides? _____

Explain when you would use each of those views when working in PowerPoint:

Normal View	
Slide Sorter View	
Slide Show View	

What is the difference between a slide transition and animation?

A **transition** is: _____

An **animation** is: _____

Why would **speaker notes** be important when presenting a PowerPoint? _____

Printing Options in PowerPoint:

If you want to print 1 slide per page select _____

If you want to print multiple slides per page in thumbnail view select _____

If you want to print just the text of the PowerPoint and no graphics, use: _____

If you want a thumbnail of your slide plus your notes, use: _____

Word Review

In Word, a **red** line means there is a _____ error and a **green** line means there is a _____.

When you **cut** or **copy** items in Word (or other program), it goes to a temporary storage area called the _____ until it is pasted into your document. With **copy**, the selection stays _____ and you can paste as many times as you want. With **cut**, you will _____.

What type of spacing was applied to each of the following paragraphs?

- | | |
|---|---|
| <p>_____ 1. Single Space (Ctrl + 1)</p> | <p>A. U.S. and Spain signed a treaty that set boundaries. Spain gave up land claims in Florida and Oregon. Russia later gave up its class out of Alaska.</p> |
| <p>_____ 2. 1.5 Space (Ctrl + 5)</p> | <p>B. U.S. and Spain signed a treaty that set boundaries. Spain gave up land claims in Florida and Oregon. Russia later gave up its class out of Alaska.</p> |
| <p>_____ 3. Double Space (Ctrl + 2)</p> | <p>C. U.S. and Spain signed a treaty that set boundaries. Spain gave up land claims in Florida and Oregon. Russia later gave up its class out of Alaska.</p> |

What type of **alignment** was applied to each paragraph?

<p>_____ 1. Left Align (Ctrl + L)</p>	<p>A. U.S. and Spain signed a treaty that set boundaries. Spain gave up land claims in Florida and Oregon. Russia later gave up its class out of Alaska.</p>
<p>_____ 2. Right Align (Ctrl + R)</p>	<p>B. U.S. and Spain signed a treaty that set boundaries. Spain gave up land claims in Florida and Oregon. Russia later gave up its class out of Alaska.</p>
<p>_____ 3. Justify (Ctrl + J)</p>	<p>C. U.S. and Spain signed a treaty that set boundaries. Spain gave up land claims in Florida and Oregon. Russia later gave up its class out of Alaska.</p>

_____ 4. Center (Ctrl + E)

D. U.S. and Spain signed a treaty that set boundaries. Spain gave up land claims in Florida and Oregon. Russia later gave up its claim on Alaska.

Formatting is: _____

Examples of formatting are: _____

Word Wrap is: _____

It is also known as a _____. Pressing ENTER to start a new line is a _____.

The **Thesaurus** lets you: _____

A **synonym** is: _____

An **antonym** is: _____

What is a **first line indent**? _____

What is a **hanging indent**? _____

What is a **left indent**? _____

What is a **right indent**? _____

What are the types of **lists** you can do in Word?

1. _____

2. _____

3. _____

Where do you go to put on **non-printing characters** in a Word document?

Give examples of non-printing characteristics and what they mean.

1. _____

2. _____

3. _____

Use the paragraph below to answer the following questions.

As you work for higher skill, remember that how well you key fast is just as important as how fast you key. ²*How well you key at any speed depends in major ways upon the technique or form you use.* Bouncing hands and flying fingers lower the speed, while quiet hands and ³low finger reaches increase speed.

Few of us every reach what the experts ⁵**believe** is perfect technique, but all of us should try to approach it. We must realize that good form is the secret to higher speed with few errors. We can then focus our practice on the improvement of the features of good form that will bring success.

What type of indent was applied in the second paragraph? _____

What formatting was applied to 2? _____

What type of indent was applied in the first paragraph? _____

What type of formatting was applied to 3? _____

What type of formatting was applied to 5? _____

A **border** is: _____

Shading is: _____

Print preview allows: _____

What are some examples of symbols and special characters? _____

Headers are: _____

Footers are: _____

A **style** is: _____

How do you set a **tab**? _____

Tabs appear on the _____

Computer Basics Review

What is the definition of a **LAN**? _____

What does LAN stand for? _____

Give an example of a LAN. _____

What is the definition of a **WAN**? _____

What does WAN stand for? _____

What is an example of a WAN? _____

What is **RAM** used for? _____

True or False When the computer is turned off, memory stored in the RAM is saved.

When is **ROM** used in a computer? _____

Why is the **operating system** necessary for a computer? _____

What are some examples of operating systems? _____

What is a **network**? _____

What is **bandwidth**? _____

Broadband is: _____

Wireless is: _____

Wi-Fi is: _____

A **server** is: _____

A **client** is: _____

What is an **input** device? _____

What is an **output** device? _____

Give examples of input and output devices:

Input Devices

Output Devices

- 1. _____
- 2. _____
- 3. _____
- 4. _____

- 1. _____
- 2. _____
- 3. _____
- 4. _____

_____ devices can add input, output, and storage capabilities to your computer. What are examples of peripheral devices? _____

A **storage device** is: _____

What are some examples of storage devices?

- 1. _____

- 2. _____

- 3. _____

- 4. _____

Solid state storage is sometimes called: _____

What does **CPU** stand for? _____

What does the CPU do? _____

When would you use the **Save** option? _____

When would you use the **Save As** option? _____

What is a **file** and what can it contain? _____

What is a **folder** and what can it contain? _____

What are **file properties**? _____

Fill in the table below.

Memory Name	Memory Size
_____	Each 0 or 1
Byte	_____
Kilobyte	_____
_____	1 million bytes
_____	1 billion bytes
Terabyte	_____

What is **application software**? _____

What are the 3 most common application software used in business today?

1. _____

2. _____

3. _____

Types of Computers

Match the computer to the correct definition.

Type of Computer

_____ Desktop

_____ Mainframe

_____ Microcomputer

_____ Notebook

_____ Server

_____ Supercomputer

_____ Workstation

_____ Smartphone

_____ Tablet

Definition

A. PC based on the individual needs of the users.

B. A handheld computer integrated with a mobile telephone, including access to the Internet

C. Used for specialized tasks that require high processing speeds

D. The CPU is housed in a vertical or horizontal system unit and it fits on a desk and run on power from an electrical wall outlet.

E. Supplies data usually through a LAN

F. Portable, compact computer that can run on an electrical wall outlet or a battery unit

G. A one-piece, mobile version of a personal computer, including Internet access; primarily operated by a touchscreen.

H. Large computer capable of simultaneously processing data for multiple users

I. Tackle tasks that "normal" computers couldn't handle; fastest computer at the time it was built

Types of Viruses

A **virus** is a set of _____ that attaches itself to a _____, reproduces itself, and/or _____ to other files

It can:

- Corrupt _____
- Destroy _____
- Display _____
- Corrupt computer _____

Computer viruses are much like human viruses. They can only spread by _____ with an _____ computer. Ways they are spread:

- Infected files on _____ storage devices are spread from _____ to _____
- Opening infected _____
- Downloading infected _____ or _____ from the Internet

When you open the infected files the virus _____ and _____ to infect the next _____ you run or storage _____ you use.

Viruses have the ability to _____ in a computer for _____ or _____, quietly replicating themselves.

You may not even know your computer has a virus until it is _____, thus making it easy to _____ the virus.

A **time bomb** watches for the _____ to reach a certain date to activate the virus. Give an example of a time bomb:

A **logic bomb** watches for a specific set of _____ to activate the virus

Define **file virus** and give an example: _____

Define **boot sector virus** and give an example _____

Define **macro virus** and give an example: _____

Define **Trojan Horse**: _____

What are some things a Trojan horse can do: _____

What is a **worm**? _____

What is **adware**? _____

What does **spyware** do? _____

What is **antivirus software**? _____

Match the following definitions:

_____ **Boot Sector Virus**

_____ **File Virus**

_____ **Marco Virus**

_____ **Trojan Horse**

_____ **Worm**

A. Melissa Virus attached Word documents and Codeemas Virus attached Excel documents.

B. Enters through a security holes and replicates itself. Typically gets passed along through emails.

C. Attached itself to application programs

D. Damaged system files your computer uses every time it is turned on

E. Program the performs one thing while actually doing something else