Mid-Term Exam Study Guide

What to Expect:
The mid-term exam will cover some basic computer knowledge, and the Microsoft Office Applications Word and PowerPoint. You will have to download two files, a MS Word document and a PowerPoint presentation file. In each file, you will find a set of instructions which you will have to follow. In this regard, the exam will not be open-book, but it will be "open-program." You will have access to all of the tools, you only have to find them.

Coverage:
The exam will cover the following concepts, tools, and ideas. If you feel comfortable with each of these items, you should have not problems with the mid-term exam.

General Computing Knowledge

1. What is the World Wide Web?
2. What's the difference between the WWW and the Internet?
3. Who is Tim Berners Lee?
4. Who is Ada Lovelace?
5. What is an input device? What is an output device?
6. What is a secure password?
7. You will *need* to know how to download files from the portal, save them, and re-upload them to the portal. This will be part of the test.

Word Processing

1. Basic formatting: bold, italic, font, size, alignment
2. Special formatting: styles, text colors, text shading
3. Images: finding, inserting, styling.
4. Page formatting: page margins, orientation
5. Saving and uploading.

Presentation Software

1. Create a new slide
2. Add bullets to a slide
3. Create a new slide with a different layout
4. Add an image to a slide
5. Add a transition to a slide
6. Add an animation to a slide