

## Mid-Term Exam Study Guide

**What to Expect:** The mid-term exam will cover some basic computer knowledge, and the Microsoft Office application Excel. You will have to download a file, an Excel workbook. In this 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 will be "open-program". You will have access to all of the tools, you only have to find and use them correctly.

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

### Spreadsheets

1. Table formatting and filters.
2. Pivot tables
3. Charts (bar graphs)
4. Chart styling