BTT Exam Points

Ergonomics Theory

Hardware

Peripherals, input/output

Parts/types of a letter

Salutations

Access (Database)

Field

Record etc

Excel (Spreadsheets)

Functions (SUM, MIN, MAX, IF, AVERAGE, COUNT) rem range

Components

Formulas

Charts & Graphs

Acronyms

CPU, KB, DVD, MSI…etc

Ascending VS Descending