Computer Technology Semester Test Review

EXCEL/SPREADSHEETS
Basics
What is a Worksheet? A worksheet is a single page or sheet in a spreadsheet program.

What is a Cell? In any spreadsheet program such as Excel, each rectangular box in a worksheet is referred to as a cell.

Do rows run horizontal or vertical? Horizontal

Do columns run horizontal or vertical? Vertical

What does it mean to Filter a worksheet? Filtering data in a spreadsheet means to set conditions so that only certain data is displayed.

Charts--Draw an example of each of the charts below.

[Line chart, Pie chart, Bar chart, Column chart]

What sign tells excel that a formula is about to be entered?

Explain AutoSum. A function in a spreadsheet program that inserts a formula in the selected cell that adds the numbers in the column above it. It sets the range of cells by looking for numeric data above the selected cell.

What do the following functions do?

Sum: The SUM function provides a quick way to sum columns or rows of numbers in an Excel worksheet.
Max: The MAX function can be used to find the largest or maximum number in a given list of values.
Min: The MIN function is used to find the smallest or minimum value in a range of data.
Average: The AVERAGE function can be used to find the average or arithmetic mean of a list of numbers.

Count: Excel's COUNT function is one of a group of Count Functions that are used to total the number of cells in a selected range that contain a specific type of data.

What do the following symbols do in Excel?
- Add
- Subtract
- Divide
- Multiply

Explain the difference between Relative and Absolute Cell addresses.
There are two types of cell references: relative and absolute. Relative and absolute references behave differently when copied and filled to other cells. Relative references change when a formula is copied to another cell. Absolute references, on the other hand, remain constant, no matter where they are copied.

What is the difference between a formula and a function?

Sorting
- What does ascending mean? Goin' up
- What does descending mean? Goin' Down

How can you tell what sort has been performed?
A+2     1-10

DATABASE/ACCESS
- What is a field? a record holds all the information or data about one specific object that has been entered into the database

- What is a Record? a record holds all the information or data about one specific object that has been entered into the database.

- What is a database?

INTERNET
- What is the Internet? The Internet is a global system of interconnected computer networks that use the standard Internet protocol suite (TCP/IP) to link several billion devices worldwide.

- What does URL stand for? URL stands for Universal Resource Locator

- What is a URL? It is the address of a web page
What do the following Domain's stand for?

.COM  It stands for "commercial"
.EDU  - EDUcation
.GOV  GOVernment
.MIL  Military
.INTERNATIONAL
.NET  Network
.ORG  Organization

What is a hypertext link? Why are they useful? What do they look like?
Link to another site

What is a web browser? List two examples.

Google Chrome and Safari

What does www stand for?

World Wide Web

What is a search engine? List three examples.

a program that searches for and identifies items in a database that correspond to keywords or characters specified by the user, used especially for finding particular sites on the World Wide Web.

Google, Bing, and Yahoo

What is html? Hypertext Markup Language, a standardized system for tagging text files to achieve font, color, graphic, and hyperlink effects on World Wide Web pages

Explain Home Page. the introductory page of a website, typically serving as a table of contents for the site.

Give an example of Web Conferencing Software and explain what it is used for.

Adobe Connect, Cisco WebEx Meeting Center, Citrix GoToMeeting

What are favorites?

a feature found in Microsoft Internet Explorer that allows a user to save the locations to their favorite Internet locations

What are bookmarks? Same as favorites but with a different browser

What is Broadband? a high-capacity transmission technique using a wide range of frequencies, which enables a large number of messages to be communicated simultaneously.
What is Highspeed Internet? **DSL**

What is a podcast? A digital audio file made available on the Internet for downloading to a computer or portable media player, typically available as a series.

What is a blog? A personal website or web page on which an individual records opinions, links to other sites, etc. on a regular basis.

What is a Wiki? A website that allows collaborative editing of its content and structure by its users.

What are some advanced search tools? + - “Babe Ruth”

**EMAIL**

Is your email private? Explain your answer. It is like a postcard going through regular mail. Anyone could read it.

What is an attachment? An attachment is a computer file sent along with an email message.

When would you send an attachment? To share documents and images.

If you push **reply**, who are you sending an email to? It’s a response to someone who emailed you.

If you push **reply all**, who are you sending an email to? Everyone in the group.

What does CC and BCC stand for? **Cc:** stands for "carbon copy." **Bcc:** stands for "blind carbon copy."

What is Spam? Irrelevant or inappropriate messages sent on the Internet to a large number of recipients.

Explain Netiquette: Ethics on the Internet
**ETHICS**

What is an Acceptable Use Policy? Does our school have an AUP? If so, explain.

Acceptable usage policy or fair use policy, is a set of rules applied by the owner or manager of a network, website, service, or large computer system that restrict the ways in which the network, website or system may be used. Yes it does, you have to sign a contract saying you won’t break the AUP.

What is copyright? the exclusive legal right, given to an originator or an assignee to print, publish, perform, film, or record literary, artistic, or musical material, and to authorize others to do the same.

What is a Trade Mark? a symbol, word, or words legally registered or established by use as representing a company or product.

What is plagiarism? the practice of taking someone else’s work or ideas and passing them off as one’s own.

Name two ways you can credit a source. Works Cited Page and Parenthetical Documentation

**POWER POINT**

What is a layout? Slide layouts contain formatting, positioning, and placeholders for all of the content that appears on a slide.

Describe the following views in Power Point?
- Slide Show: A slide show is a presentation of a series of still images on a projection screen or electronic display device, typically in a prearranged sequence.
- Slide Sorter/Thumbnails: Slide sorter view in PowerPoint or OpenOffice Impress is a window that displays thumbnail versions of all your slides, arranged in horizontal rows.
- Normal: Normal view is the main editing view, which you use to write and design your presentation.

What is a transition? A transition effect is a special effect used to introduce a slide during a slide show.

What is animation? An animation effect sets up the way you want text or an object to appear on your slide during a slide show presentation.

Explain the 7x7 rule? It’s a good rule of thumb, but think of it as a maximum rather than a requirement.
What are Speaker Notes? Speaker notes are defined as small writings that are found on the slides of a PowerPoint presentation.

**WORD**

Explain the method you use to cut and paste. Highlighting, Keyboard Shortcut (CTRL+C)

What is the clipboard? A clipboard is a temporary storage area for data that the user wants to copy from one place to another.

What are borders? A page border can serve as a graphic enhancement for a variety of documents, such as letters, flyers, notices and signs.

What is shading? You can use shading to add a graphic design element to your document. If you choose a theme color to shade portions of your document, the shading color will change when you choose a different theme for your document.

What is alignment? When used to describe text, the arrangement of text or graphics relative to a margin.

Identify these icons below.

What does this red line mean? **Spelling Error**

What does this green line mean? **Grammar error**
What are these L shaped symbols called? **Margin marks or crop marks**

What is this bar that is located under the ribbon called? **The Groups**

Why do we use tabs? Why not the space bar? **Tabs need less characters and are formatted by users (some display as 2, some as 4 spaces), what can make some code look bad on some other environment.**

What is the ribbon? **Control Center**

What does the ribbon hold? Home, Insert, Page Layout, References, Mailings, Review, and View.

What is word wrap? **a feature of word-processing systems and some electronic typewriters that automatically moves a word to a new line to avoid overrunning the margin.**

Explain margins. Where would I go to change them? **Changing the Margins in your Word document can have a big impact on the way it looks to the reader. You can change the margins any time during the writing process, and you can even change the margins for specific portions of text. Using Page Layout menu.**

What kind of indent is this? **Hanging Indent**

Draw an example of the following lists:
- **Numbered List**
- **Bulleted List**
- **Multi Level List**
How do you **demote** a level in the multi-level list?  
*Change the levels*

How do you **promote** a level in the multi-level list?  
*Increase the levels*

What are some non-printing characters?  In most word processors, non-printing characters are indicated by a ¶ symbol, which is also known as a pilcrow.

How do you make it so you can see the non-printing characters?  Go the the “Home” tab of the ribbon, find the “Paragraph” section and make sure the “¶” button is enabled.

Draw an example of the following line spacing:

- Single Space
- Double Spacing

What are special characters?  **Special characters** are symbols that do not appear on the Windows keyboard.

What are symbols?  Hundreds of symbols that are not available on your keyboard are provided in Microsoft Word for use in your documents.

What is a graphic?  A **picture or clip art**

What is a header?  Where do you go to put in a header?  
What is a footer?  Where do you go to put in a footer?  **A footer** is text or graphics that is usually printed at the bottom of every page in a document.  A footer is printed in the bottom margin.
What are styles? How are they used? A style is a collection of formatting instructions. You use Word styles to identify and format the structural elements in your document. So you would use the "Title" style for your title, "Body Text" style for body text, "Caption" style for the picture captions and "Heading 1" for the major headings.

What are columns? Columns are used in many types of documents, but they are most commonly used in newspapers, magazines, academic journals, and newsletters.

What are tables? A table is a grid of rows and columns that intersect to form cells. The lines that mark the cell boundaries are called gridlines. It’s often easier to read or present information in table format than in paragraph format. Using Word’s table feature, you can create a table and insert text, pictures, or another table into the table’s cells.

Letters
Explain the following related to writing a letter:
  - Full Block: Part starts at margin
  - Modified Block: Indent Date, Closing, Indent

Paragraph
  - Open Punctuation: No punctuation Dear and sincerely
  - Mixed Punctuation: :Dear ,Sincerely

What is a letterhead? Why do we use them?

Whose initials go at the bottom of a letter? If a letter is typed by another person instead of the one who wrote the letter, the typist initials are typed a double space below the author's name.

Give two examples of a salutation.
  - Dear Ben

Give one example of a complimentary close.
  - Sincerely

Reports
What is a footnote?
  - Bottom of page
What is an endnote?
End Document
What is a bibliography page?
Record sources used paper
Where do the page numbers go on a report?
Header and Footer
What size of margins do we use in reports?
1” inch
What does side and top bound mean?
Where you bound your report together

Basics
What does LAN stand for?
Local Area Network - Home, School
What does WAN stand for?
Wide Area Network - Internet
What is an operating system?
Starts computer when power button is pushed.
What is a Network?
Hook to server
What does wireless mean?
No cords or wires
What is WIFI?
No cords or wires
What is a Server?
A computer that hosts other computers
What is a Client?
Computer that connects to a server
Explain the different between RAM and ROM.
RAM - Temp. Memory
ROM - Operating System
What does upgrading mean?
Improvement of software
What types of computer maintenance should you do?
Virus scan and update
What is embedding?
It is one instance of some structure contained within another instance
What is a printer? Print documents

What is a projector? Displays information

Computers run off of a specific number system of 0’s and 1’s. What is this called?
Binary
What is this icon called? What did it replace from the 2003 version of Word? Start Button

How do I select multiple files like the picture below?

- Shift Click/ Control Click

What’s the difference between save and save as?
If you want your document to have a new name or a different location

How do you rename a file that I have already saved?
Right Click - rename

What is an input device? Name 4 examples.
Keyboard, Mouse, USB Drive, Microphone,

What is an output device? Name 3 examples.
USB, Printer, monitor, speaker

Put the following bytes in order from smallest to largest,
Terabyte, Megabyte, Gigabyte, Byte

1 Byte 01
2 Megabyte - 1,000,000
3 Gigabyte - 1,000,000,000
4 Terabyte - 1,000,000,000,000

Give 3 examples of application software.
Word, Access, Excel, PowerPoint

How are computer viruses spread and what happens when your computer gets a virus? Email and pop-ups

What is adware?
Software that automatically displays or downloads advertising material (often unwanted) when a user is online
What is spyware?
Software that enables a user to obtain covert information about another's computer activities by transmitting data covertly from their hard drive.

What is file corruption? How does it happen?
When a file gets corrupted by a virus.

What is document protection? How do you set document protection?

What is an icon? Small picture of the application or graphic.

What is a file? Document or picture.

What is a folder? Organization tool.

What are some file properties you can change or set? Explain what they do.
Location, Name, File Type.

What are administrative rights?
Bottom Top Menu.

What is the menu bar? Is a graphical list of menus commonly located beneath the title bar of a window that lists various menus that can be selected.

What is the purpose of the scroll bar? To move horizontally and vertically in the document.

What is zoom and magnification? The zoom tool increases the size of the document to increase the item that you may need more details about.

What are shortcuts?
Quicker way to complete a task, control is the key that is associated with shortcuts.

Explain Undo, Redo, and Repeat.
Go backwards, redo, and repeat a task.

Explain what you can do in print preview.
See if your document is ready to print.

What happens in the CPU (Central Processing Unit)?
The CPU is often called the Brain of the computer.
WOO HOO!! You are FINISHED!!