Basic Computer Applications Test Study Guide
August and January Admission

Students testing into Basic Computer Applications for the spring semester must be proficient in the following:

- ➢ Keyboarding skills
- ➢ Thorough knowledge and application of Microsoft Word
- ➢ Thorough knowledge and application of Microsoft Excel

The keyboarding portion of the test will consist of four three-minute timed writings in paragraph form testing alphabet, number, and symbol keys. Prior to the giving of the four writings, two timed writings will be administered for practice. The practice writings will not count towards the test. To successfully pass the keyboarding portion of the test, a student must:
1. attain a minimum of 30 words per minute with no more than five errors on two of the four timed writings
2. display proper finger placement using the home key methodology (i.e. typing with all ten fingers).

Microsoft Word – the student must be able to:
- ➢ Create a new Word document
- ➢ Enter and edit text
- ➢ Move and duplicate text (i.e. copy and paste functions)
- ➢ Apply character and paragraph formatting to text:
    - Change fonts, margins, and tab stops
    - Line spacing, indent paragraphs, bulleted lists
    - Changing text size and color
- ➢ Add hyperlinks to a document
- ➢ Add headers and footers to a document
- ➢ Use bulleted and numbered lists
- ➢ Add a table to a document
- ➢ Format cell contents
- ➢ Add an image to a document

Microsoft Excel – the student must be able to:
- ➢ Identify various parts of a Microsoft Excel spreadsheet window
- ➢ Enter, Edit, and Copy/Paste, Sort data
- ➢ Name a cell or range, insert/delete rows & columns, and freeze selected rows & cells
- ➢ Using formulas to perform calculations, enter dates and times, and embed & link objects
- ➢ Apply Cell/Chart formatting:
    - Apply cell borders, patterns, and colors
    - Apply conditional formatting
- ➢ Create and use templates, amortization table, hyperlinks
- ➢ Able to use the following functions:
    - SUM, AVERAGE, MAX, MIN, IF STATEMENT, PMT, and ROUND
- ➢ Understand Absolute and Relative cell references
- ➢ Create pie, bar, and line charts

The entire test will be administered on a laptop computer.