

CIS 111 – Introduction to Microcomputer Applications Challenge Examination

What is the CIS 111 Challenge Exam?	The CIS 111 – Introduction to Microcomputer Applications challenge exam is a three-hour automated test that measures knowledge of Microsoft Office 2016 . It specifically tests competence in Word, Access, Excel, and PowerPoint . Exam is offered online through BlackBoard.
For preparation	It is STRONGLY suggested that you study at least a week in advance of the exam, as it is equivalent to a full semester course. The exam questions are multiple choice & T/F. The exam is not project based. Book needed to prepare for exam is <i>Microsoft Office 365 OFFICE 2016 Introductory, Shelly Cashman Series, ISBN:# 978-1-337-25103-7</i> .
To take examination	TO SCHEDULE EXAMINATION: Contact Nichole Wheeler, (508) 854-7476 or nwheeler@qcc.mass.edu
Scheduling and Retesting	<ul style="list-style-type: none"> ▪ Students must be proficient in all four applications to take the exam ▪ No retesting if the exam is failed ▪ No rescheduling of exam if you miss your appointment without prior notification
Scoring	To successfully pass this test, you need to earn an overall score of 73 or higher
Eligibility A challenge exam CANNOT be used for these purposes:	<ul style="list-style-type: none"> ▪ To expunge a failure in a course at QCC or elsewhere ▪ To attempt to raise a low grade in a course completed at QCC or elsewhere ▪ To replace the following grades: I/R, I, or F
Special instructions for the day of your test	<ul style="list-style-type: none"> ▪ <i>Cheating will not be tolerated and may be subject to penalties under the QCC Student Code of Conduct</i> ▪ Student will need to download Respondus Lockdown browser in order to take exam. We will notify you of your grade upon completion of exam.

COURSE / CREDIT OPTIONS:

Credit	Cost	Transcript Notation	Advantages
Earn credit for <i>CIS 111 - Introduction to Microcomputer Applications (3 credits)</i>	\$225	P	Fulfills program requirement (or elective) No charge for credit if exam is failed
Waive the CIS 111 pre-requisite (no credit)	No charge	WV	

For more information about test content see below sections:

CIS 111 Assessment/Challenge Exam Microsoft Office 2016

The exam contains four sections (Word, Excel, Access and PowerPoint). *Questions are multiple choice and true/false.* For multiple choice questions there is only ONE correct answer. It is recommended that you familiarize yourself with Microsoft's standard procedures for the skills listed below that are specifically related to Microsoft. To learn more about Microsoft, please review the textbook on reserve at the HLC, prior to scheduling your exam. **Students must be proficient in all four applications to take the exam.**

The applications and the skills evaluated are (but are not limited to):

WORD 2016 -- CREATING AND EDITING A WORD DOCUMENT

Students will have mastered the material in this Chapter when they can:

- Enter text in a Word document
- Check spelling as you type
- Format paragraphs
- Format text
- Undo and redo commands or actions
- Change theme colors
- Insert digital pictures in a Word document
- Format pictures
- Add a page border
- Correct errors and revise a document
- Change document properties
- Print a document

WORD 2016 -- CREATING A RESEARCH PAPER

Students will have mastered the material in this Chapter when they can:

- Describe the MLA documentation style for research papers
- Change line and paragraph spacing in a document
- Modify a style
- Use a header to number pages of a document
- Apply formatting using shortcut keys
- Modify paragraph indentation
- Insert and edit citations and their sources
- Add a footnote to a document
- Insert a manual page break
- Create a bibliographical list of sources
- Cut, copy, and paste text
- Find text and replace text
- Find a synonym
- Use the Research task pane to look up information

WORD 2016 -- CREATING A BUSINESS LETTER WITH A LETTERHEAD AND TABLE

Students will have mastered the material in this Chapter when they can:

- Change margins
- Insert and format a shape
- Change text wrapping
- Insert and format a clip art image
- Insert a symbol
- Add a border to a paragraph
- Clear formatting
- Convert a hyperlink to regular text
- Create a file from an existing file
- Apply a Quick Style
- Set and use tab stops
- Insert the current date
- Create, insert, and modify a building block
- Insert a Word table, enter data in the table, and format the table
- Address and print an envelope

POWERPOINT 2016 -- CREATING AND EDITING A PRESENTATION WITH PICTURES

Students will have mastered the material in this Chapter when they can:

- Select a document theme
- Create a title slide and a text slide with a multi-level bulleted list
- Add new slides and change slide layouts
- Insert clips and pictures into a slide with and without a content placeholder
- Move and size clip art
- Change font size and color
- Bold and italicize text
- Duplicate a slide
- Arrange slides
- Select slide transitions
- View a presentation in Slide Show view
- Print a presentation

POWERPOINT 2016 -- ENHANCING A PRESENTATION WITH PICTURES, SHAPES, AND WORDART

Students will have mastered the material in this Chapter when they can:

- Change theme colors
- Insert a picture to create a background
- Format slide backgrounds
- Insert and size a shape
- Add text to a shape
- Apply effects to a shape
- Change the font and add a shadow
- Format pictures
- Apply a WordArt style
- Format WordArt
- Format text using the Format Painter

POWERPOINT 2016 -- REUSING A PRESENTATION AND ADDING MEDIA & ANIMATION

Students will have mastered the material in this Chapter when they can:

- Color a picture
- Add an artistic effect to a picture
- Delete and move placeholders
- Align paragraph text
- Copy a slide element from one slide to another
- Ungroup, change the color, and regroup a clip
- Insert and edit a video clip
- Insert audio
- Control audio and video clips
- Check for spelling errors
- Print a presentation as a handout

Excel 2016 -- Creating a Worksheet and a Chart

Students will have mastered the material in this Chapter when they can:

- Describe the Excel worksheet
- Enter text and numbers
- Use the Sum button to sum a range of cells
- Copy the contents of a cell to a range of cells using the fill handle
- Apply cell styles
- Format cells in a worksheet
- Create a Clustered Cylinder chart
- Change a worksheet name and worksheet tab color
- Change document properties
- Preview and print a worksheet
- Use the AutoCalculate area to display statistics
- Correct errors on a worksheet

EXCEL 2016 -- FORMULAS, FUNCTIONS, FORMATTING

Students will have mastered the material in this Chapter when they can:

- Enter formulas using the keyboard
- Enter formulas using Point mode
- Apply the AVERAGE, MAX, and MIN functions
- Verify a formula using Range Finder
- Apply a theme to a workbook
- Apply a date format to a cell or range
- Add conditional formatting to cells
- Change column width and row height
- Check the spelling in a worksheet
- Set margins, headers, and footers in Page Layout view
- Preview and print versions of a worksheet

EXCEL 2016 -- WORKING WITH LARGE WORKSHEETS, CHARTING, AND WHAT-IF ANALYSIS

Students will have mastered the material in this Chapter when they can:

- Rotate text in a cell
- Create a series of month names
- Copy, paste, insert, and delete cells
- Format numbers using format symbols
- Freeze and unfreeze rows and columns
- Show and format the system date
- Use absolute and mixed cell references in a formula
- Use the IF function to perform a logical test
- Create Sparkline charts
- Use the Format Painter button to format cells
- Create a 3-D Pie chart on a separate chart sheet
- Rearrange worksheet tabs
- Change the worksheet view
- Answer what-if questions
- Goal seek to answer what-if questions

ACCESS 2016 -- DATABASES AND DATABASE OBJECTS: AN INTRODUCTION

Students will have mastered the material in this Chapter when they can:

- Design a database to satisfy a collection of requirements
- Describe the features of the Access window
- Create a database
- Create tables in Datasheet and Design views
- Add records to a table
- Close a database
- Open a database
- Print the contents of a table
- Create and use a query
- Create and use a form
- Create and print custom reports
- Modify a report in Layout view

ACCESS 2016 -- QUERYING A DATABASE

Students will have mastered the material in this Chapter when they can:

- Create queries using Design View
- Include fields in the design grid
- Use text and numeric data in criteria
- Save a query and use the saved query
- Create and use parameter queries
- Use compound criteria in queries
- Sort data in queries
- Join tables in queries
- Create a report and a form from a query
- Export data from a query to another application

- Perform calculations and calculate statistics in queries
- Create crosstab queries
- Customize the Navigation Pane

ACCESS 2016 -- MAINTAINING A DATABASE

Students will have mastered the material in this Chapter when they can:

- Add, change, and delete records
- Search for records
- Filter records
- Update a table design
- Use action queries to update records
- Use delete queries to delete records
- Specify validation rules, default values, and formats
- Create and use single-valued lookup fields
- Create and use multivalued lookup fields
- Add new fields to an existing report
- Format a datasheet
- Specify referential integrity
- Use a subdatasheet
- Sort records

NOTE: You will be tested on Office 2016 menus and wording of menu items.