

COMPUTER SKILLS PLACEMENT

TEST QUESTIONS

MS OFFICE 2010/WINDOWS 7

The Computer Skills Placement Test (CSP) is designed to assess the computer literacy skills that you need to be successful in your college career. It consists of a total of 60 questions over six areas (10 questions per area):

- Basic Concepts
- File Management
- Information and Communication
- Spreadsheets—Excel
- Presentations—PowerPoint
- Word Processing—Word

You will have 70 minutes to complete the CSP. The sample questions below are similar to those you may see on the CSP. There are a combination of multiple choice and “**click on the screen**” questions. Take a moment to review these questions and familiarize yourself with the Microsoft Office 2010 software (Excel, PowerPoint and Word).

It is important to be aware that although there may be more than one way to accomplish a task in the Office products, each question is asking for **one specific method. Pay particular attention to the toolbars and their contents, and read the questions carefully. Answers to these questions are located at the end of this document.**

BASIC CONCEPTS OF INFORMATION TECHNOLOGY

0 = No Knowledge 1 = Limited Knowledge 2 = Knowledgeable

- Know factors impacting computer performance 0 1 2
- Describe the functions of an operating system 0 1 2
- Name some operating systems 0 1 2
- Name common software applications and uses 0 1 2
- Understand benefits of backing up data and/or software to a removable storage device 0 1 2
- Identify major hardware components 0 1 2
- Familiar with basic computer copyright laws and security issues 0 1 2

BASIC CONCEPTS OF INFORMATION TECHNOLOGY

QUESTION 1:

Basic Concepts - What does the acronym LAN refer to?

- A screen standard
- A computer network
- A programming language
- A type of memory

QUESTION 2:

Basic Concepts - You are allowed to make a copy of a copyright protected computer program:

- Always
- When making a backup
- For sales purposes
- Only if the copy is to be distributed free of charge

QUESTION 3:

Basic Concepts - How many kilobytes are equivalent to one megabyte?

- About 100
- About 1,000
- About 10,000
- About 1,000,000

QUESTION 4:

Basic Concepts - What parameter is used to specify data transfer speed?

bps

dpi

ppm

MHz

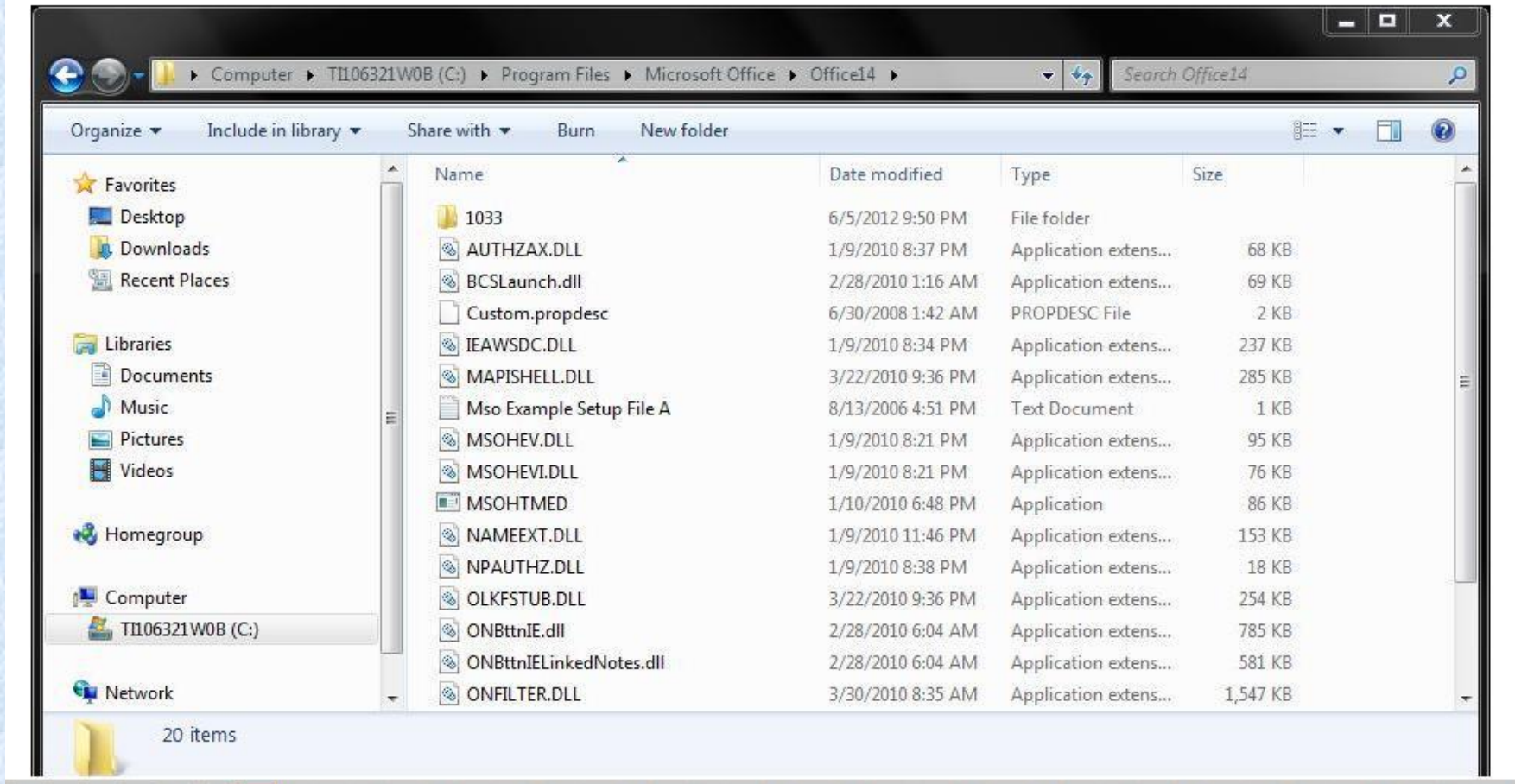
File Management

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- Change the computer's desktop configuration 0 1 2
- Understand how an operating system shows drives, folders, files in a hierarchical structure 0 1 2
- Create a directory/folder and sub-directory/sub-folder 0 1 2
- Know what a virus is and its possible effects 0 1 2
- Recognize common file types 0 1 2

QUESTION 1:

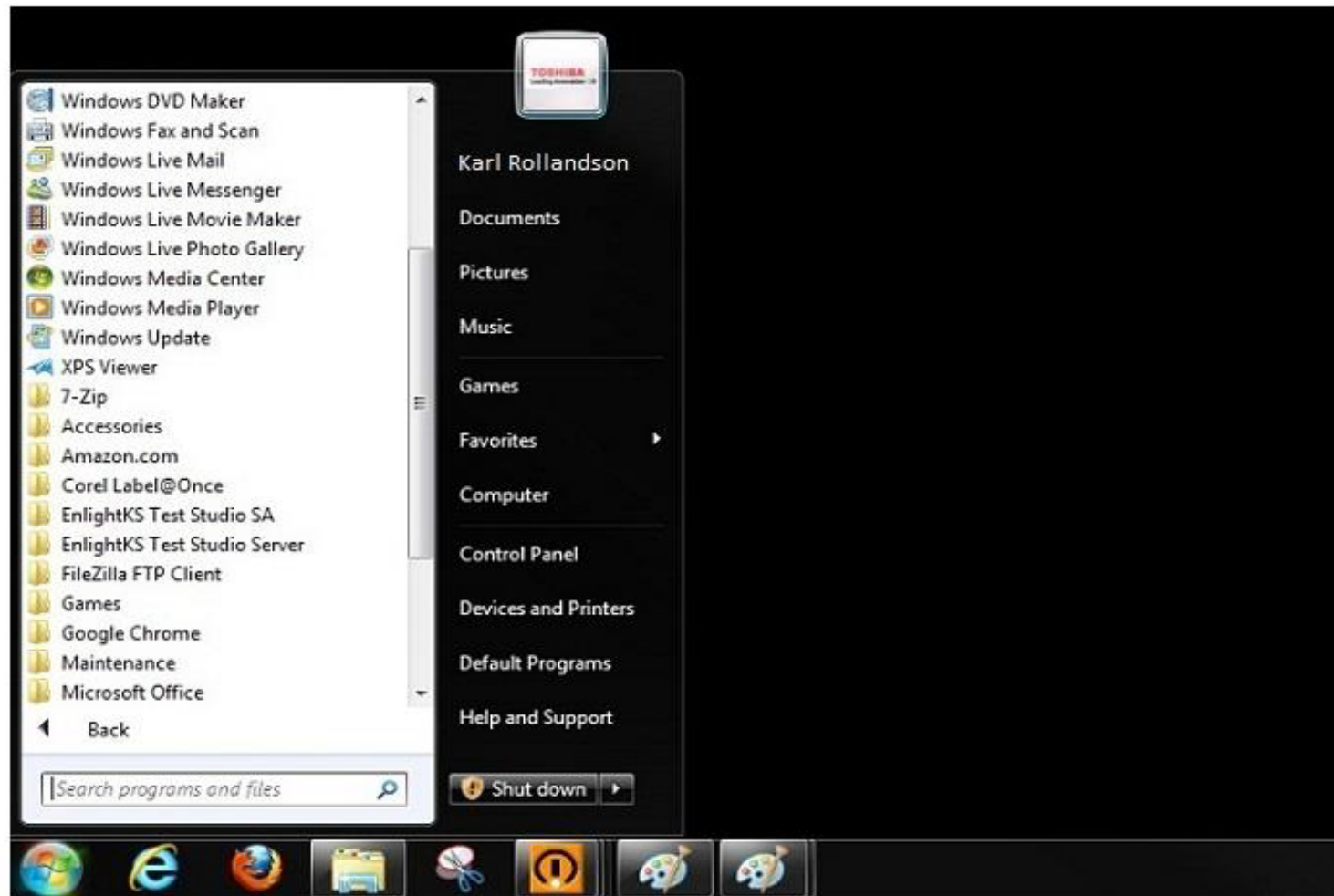
File Management - Look at the image below. Where can you click ONCE to automatically sort the files from smallest to largest? Indicate your answer by clicking on the picture.



QUESTION 2:

File Management - Where you would find programs such as Notepad and Calculator?

Indicate your answer by clicking on the picture.



QUESTION 3:

File Management - Which icon represents a compressed file?
Indicate your answer by clicking on the picture.



Recycle Bin



~1gdtsh.tmp



M5



Slides.zip



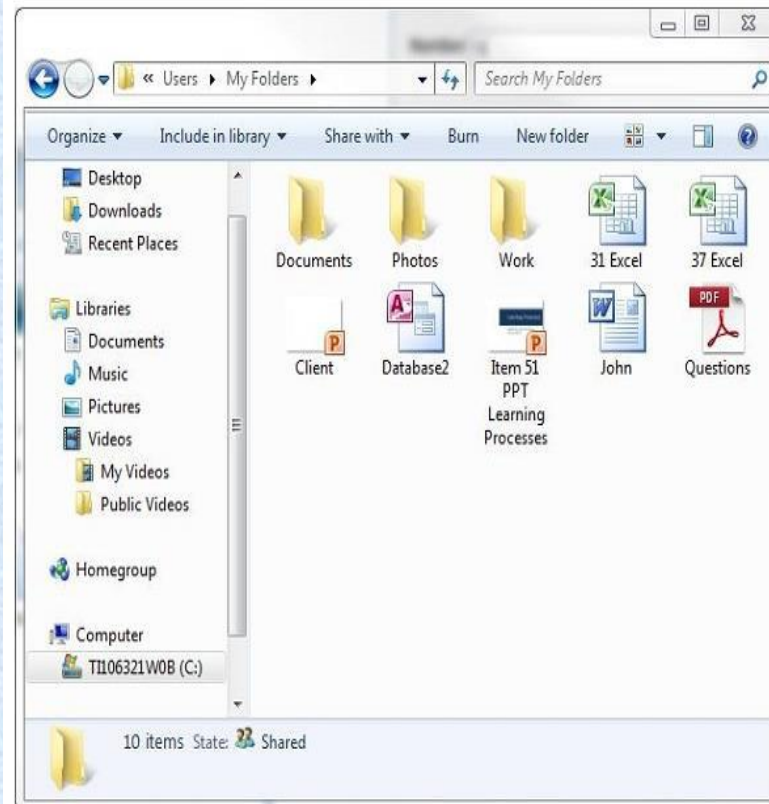
New Text
Document.txt



Computer

QUESTION 4:

File Management - You want to copy the 'Documents' and 'Work' folders to save them on another drive.
Which key should you use in combination with the mouse in order to select both folders?



- <Ctrl>
- <Tab>
- <Alt>
- <Esc>

INFORMATION & COMMUNICATIONS

0 = No Knowledge 1 = Limited Knowledge 2 = Knowledgeable

Internet

- Open (and close) a Web browsing application 0 1 2
- Change the Web browser Home Page/Start Page 0 1 2
- Refresh a Web page 0 1 2
- Display, hide images on a Web page 0 1 2
- Bookmark a Web page 0 1 2
- Activate a hyperlink/image link 0 1 2
- Select a specific search engine 0 1 2
- Knows how to prevent unauthorized access to a PC 0 1 2

Email

0 = No Knowledge 1 = Limited Knowledge 2 = Knowledgeable

- Open one, several mail messages 0 1 2
- Flag a mail message. 0 1 2
- Remove a flag mark from a mail message 0 1 2
- Mark a message as read, unread 0 1 2
- Create a new message 0 1 2
- Copy (Cc), blind copy (Bcc) a message to another address 0 1 2
- Use a spell-checking tool to make changes 0 1 2
- Attach a file to a message 0 1 2
- Send a message using a distribution list 0 1 2
- Sort messages by name or date 0 1 2
- Choose print options for entire message 0 1 2
- Choose print selected contents of a message 0 1 2
- Choose print number of copies 0 1 2

Question 1:

Information and Communication - How can the risk of unauthorized computer system access be reduced?"

- By installing anti-spam software
- By using a firewall
- By setting up a WAN
- By encrypting all data stored in the system

Question 2:

Information and Communication - Files that are included with an email message are often referred to as:

- Server-side includes
- Attachments
- Cookies
- JavaScripts

Question 3:

Information and Communication - What is 'Spam'?

- The act of overloading an e-mail server by using denial-of-service attacks.
- E-mail messages that are infected with viruses.
- A large quantity of messages that do not reach the recipient.
- Unsolicited direct advertising sent to a large number of recipients.

SPREADSHEETS—EXCEL 2010

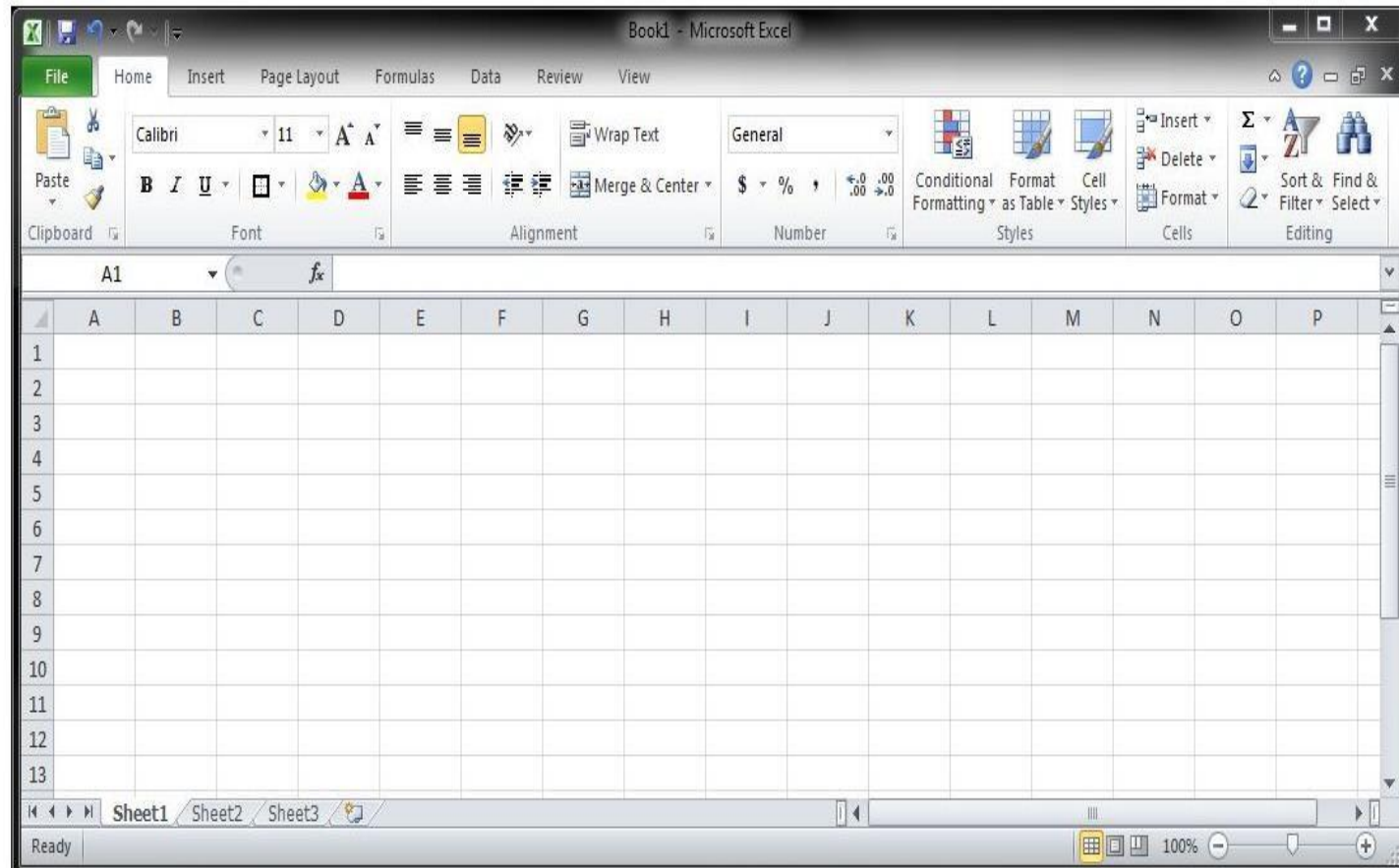
0 = No Knowledge 1 = Limited Knowledge 2 = Knowledgeable

- Save a spreadsheet specifying the file type 0 1 2
- Insert rows, columns in a worksheet 0 1 2
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- Modify column widths, row heights 0 1 2
- Duplicate content within worksheets 0 1 2
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- Duplicate content open spreadsheets 0 1 2
- Sort content in ascending/descending order 0 1 2
- Generate formulas using cell references & arithmetic operators 0 1 2
- Absolute and relative cell references 0 1 2

SPREADSHEETS—EXCEL 2010

Question 1:

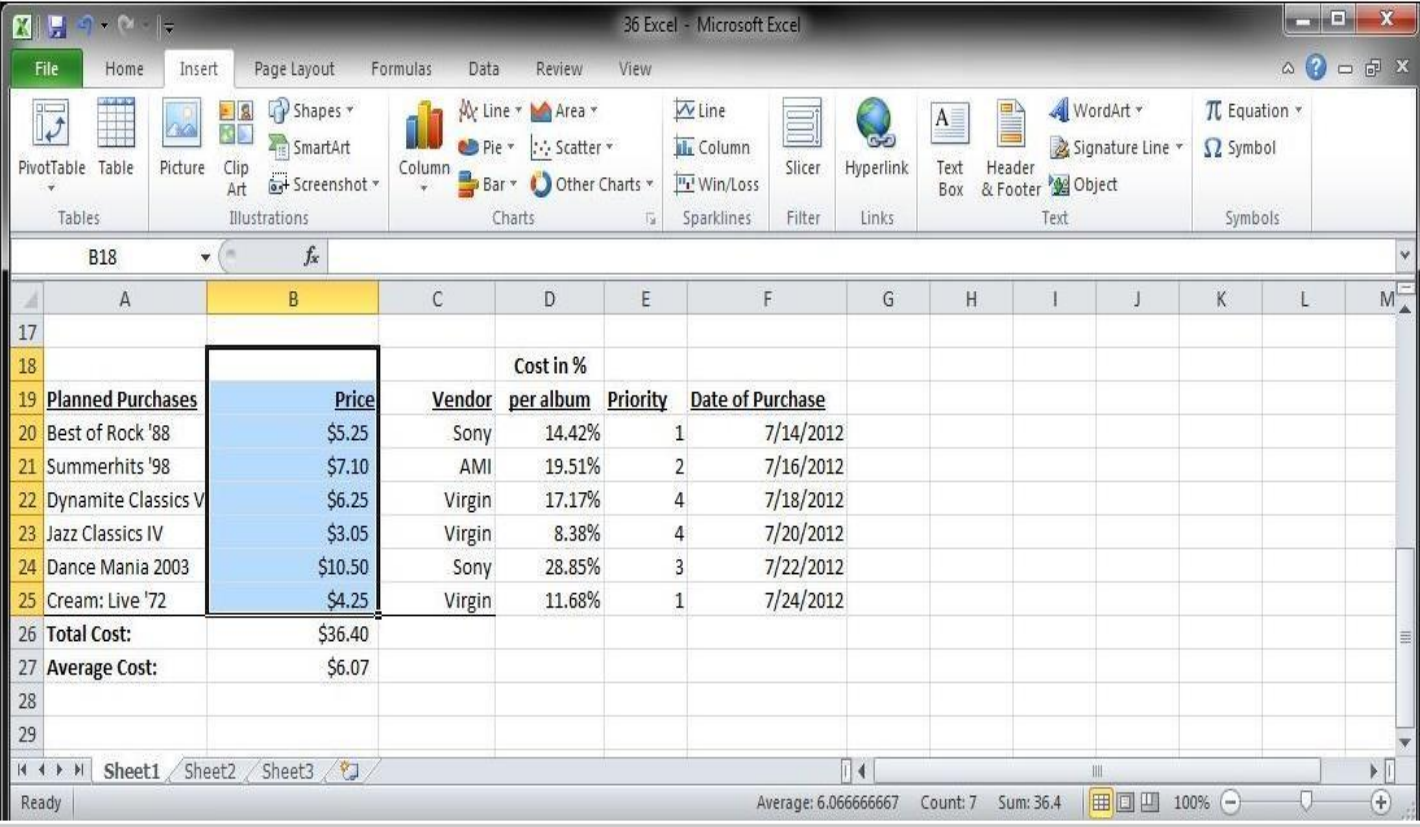
Spreadsheets - What is the name of the thin, white area above the column letters that starts with the "fx" button and stretches all the way to the right edge of the screen?



- Ribbon
- Formula bar
- Mini toolbar
- Fix-it bar`

Question 2:

Spreadsheets - Look at the selected data in the picture below. Which type of chart would be best to use if you want to visually represent the contribution of each item as part of a total?



The screenshot shows an Excel spreadsheet with the following data:

	A	B	C	D	E	F	G	H	I	J	K	L	M
17													
18				Cost in %									
19	Planned Purchases	Price	Vendor	per album	Priority	Date of Purchase							
20	Best of Rock '88	\$5.25	Sony	14.42%	1	7/14/2012							
21	Summerhits '98	\$7.10	AMI	19.51%	2	7/16/2012							
22	Dynamite Classics V	\$6.25	Virgin	17.17%	4	7/18/2012							
23	Jazz Classics IV	\$3.05	Virgin	8.38%	4	7/20/2012							
24	Dance Mania 2003	\$10.50	Sony	28.85%	3	7/22/2012							
25	Cream: Live '72	\$4.25	Virgin	11.68%	1	7/24/2012							
26	Total Cost:	\$36.40											
27	Average Cost:	\$6.07											
28													
29													

- Column
- Line
- Pie
- Area

Question 4:

Spreadsheets - Which button, when clicked, will immediately calculate the total cost and place that result in cell B26?
Indicate your answer by clicking on the picture.

The screenshot shows the Microsoft Excel interface. The ribbon is set to the 'Formulas' tab. The spreadsheet contains the following data:

	A	B	C	D	E	F	G	H	I	J	K	L	M	N
15														
16		Future Investments												
17														
18														
19	Planned Purchases	Price	Vendor	Priority										
20	Best of Rock '88	\$5.25	Sony	1										
21	Summerhits '98	\$7.10	AMI	2										
22	Dynamite Classics V	\$6.25	Virgin	4										
23	Jazz Classics IV	\$3.05	Virgin	4										
24	Dance Mania 2003	\$10.50	Sony	3										
25	Cream: Live '72	\$4.25	Virgin	1										
26	Total Cost:													
27														
28														
29														

The 'Formulas' tab is active, and the 'Calculate Now' button (represented by a lightning bolt icon) is the correct answer to the question.

Question 5:

Spreadsheets - Which button, when clicked, will immediately merge cells A16:B16 and center the selected text inside the merged cell?
Indicate your answer by clicking on the picture.

The screenshot shows the Microsoft Excel interface. The ribbon is set to the 'Home' tab. The 'Merge & Center' button is highlighted in the 'Alignment' group. The spreadsheet shows a table with the following data:

Planned Purchases	Price	Vendor	Priority
Best of Rock '88	\$5.25	Sony	1
Summerhits '98	\$7.10	AMI	2
Dynamite Classics V	\$6.25	Virgin	3
Jazz Classics IV	\$3.05	Virgin	4
Dance Mania 2003	\$10.50	Sony	5
Cream: Live '72	\$4.25	Virgin	6

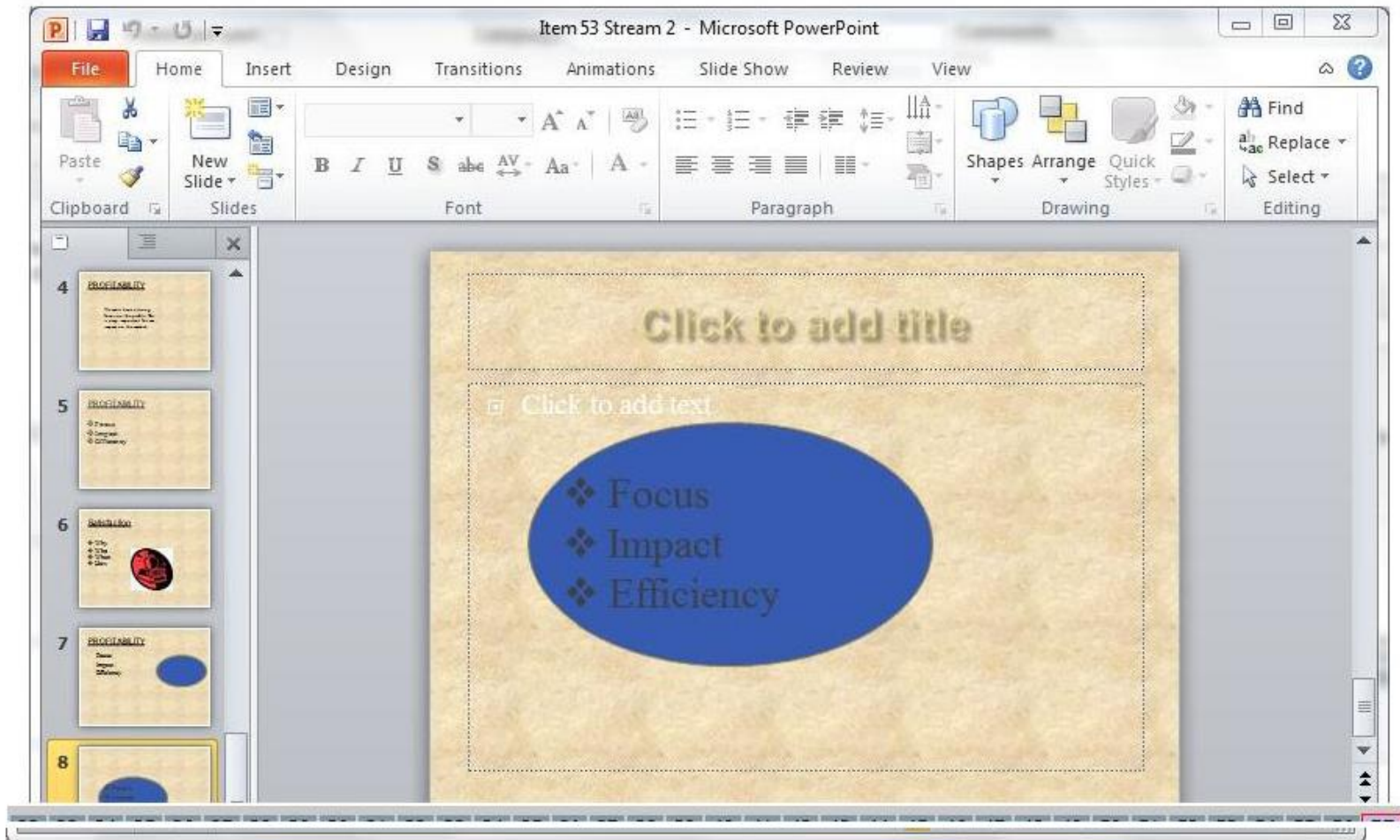
PRESENTATIONS—POWERPOINT 2010

0 = No Knowledge 1 = Limited Knowledge 2 = Knowledgeable

- Create slides 0 1 2
- Know the various slide layouts 0 1 2
- Add text and images to slides 0 1 2
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- Insert duplicate slides 0 1 2
- Print slides and handouts 0 1 2

QUESTION 1:

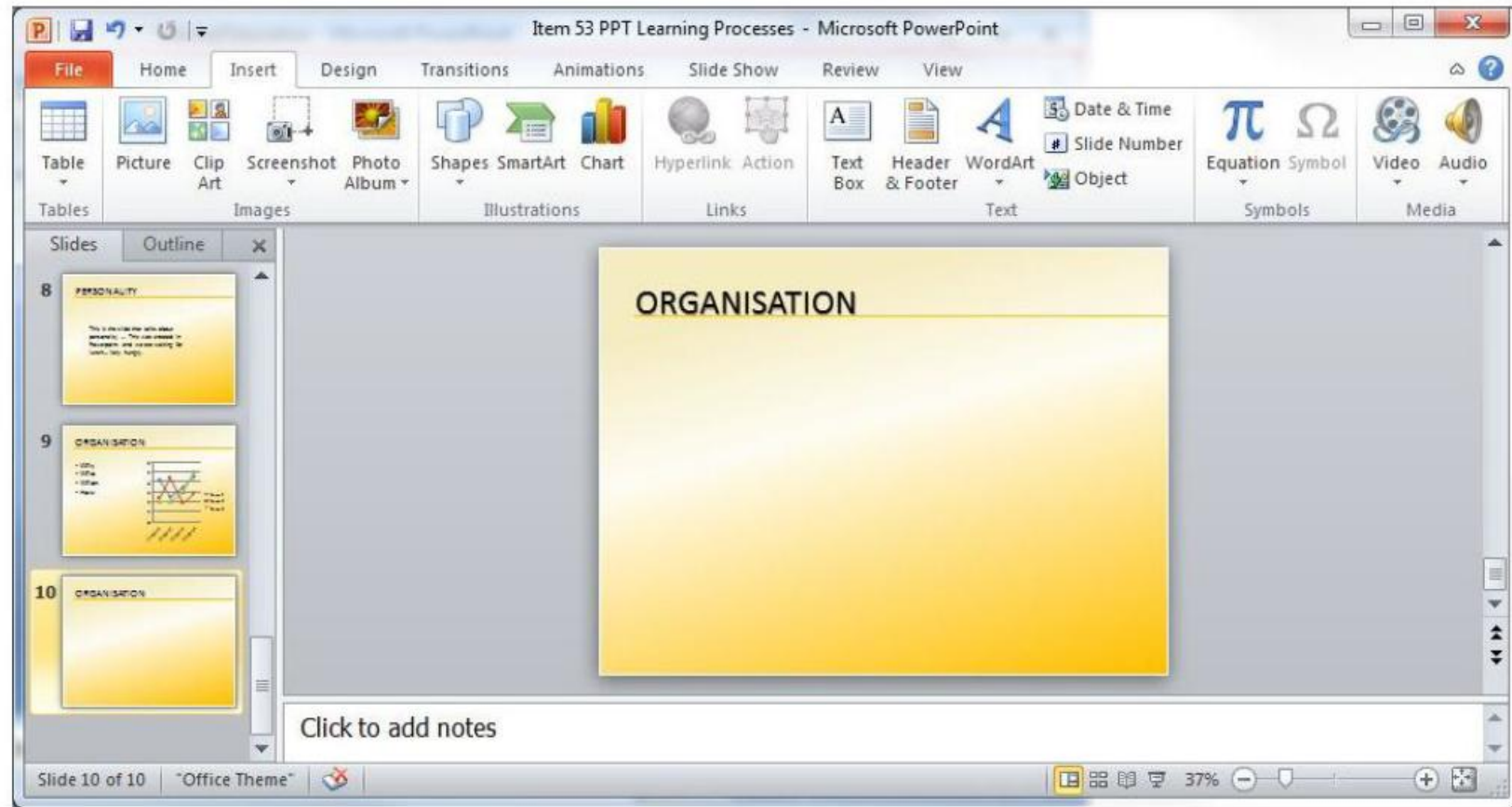
Presentations - Which PowerPoint feature will allow you to make only the selected word to fly in from the left?
Indicate your answer by clicking on the picture.



- Transitions
- Animations
- Themes
- SmartArt

QUESTION 2:

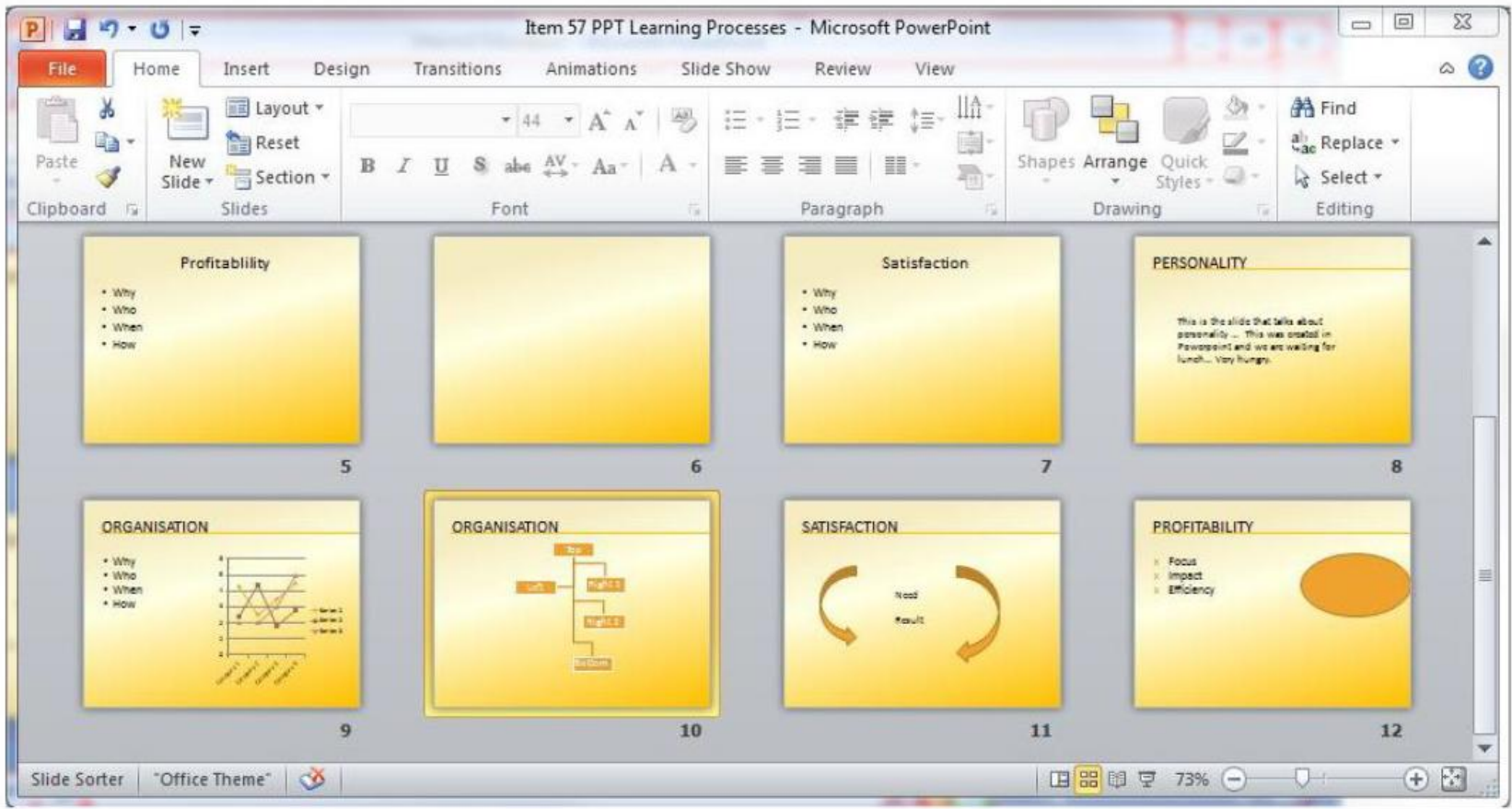
Presentations - Where should you click to add special graphical object such as a process, cycle, or heirarchy to the current slide?
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QUESTION 3:

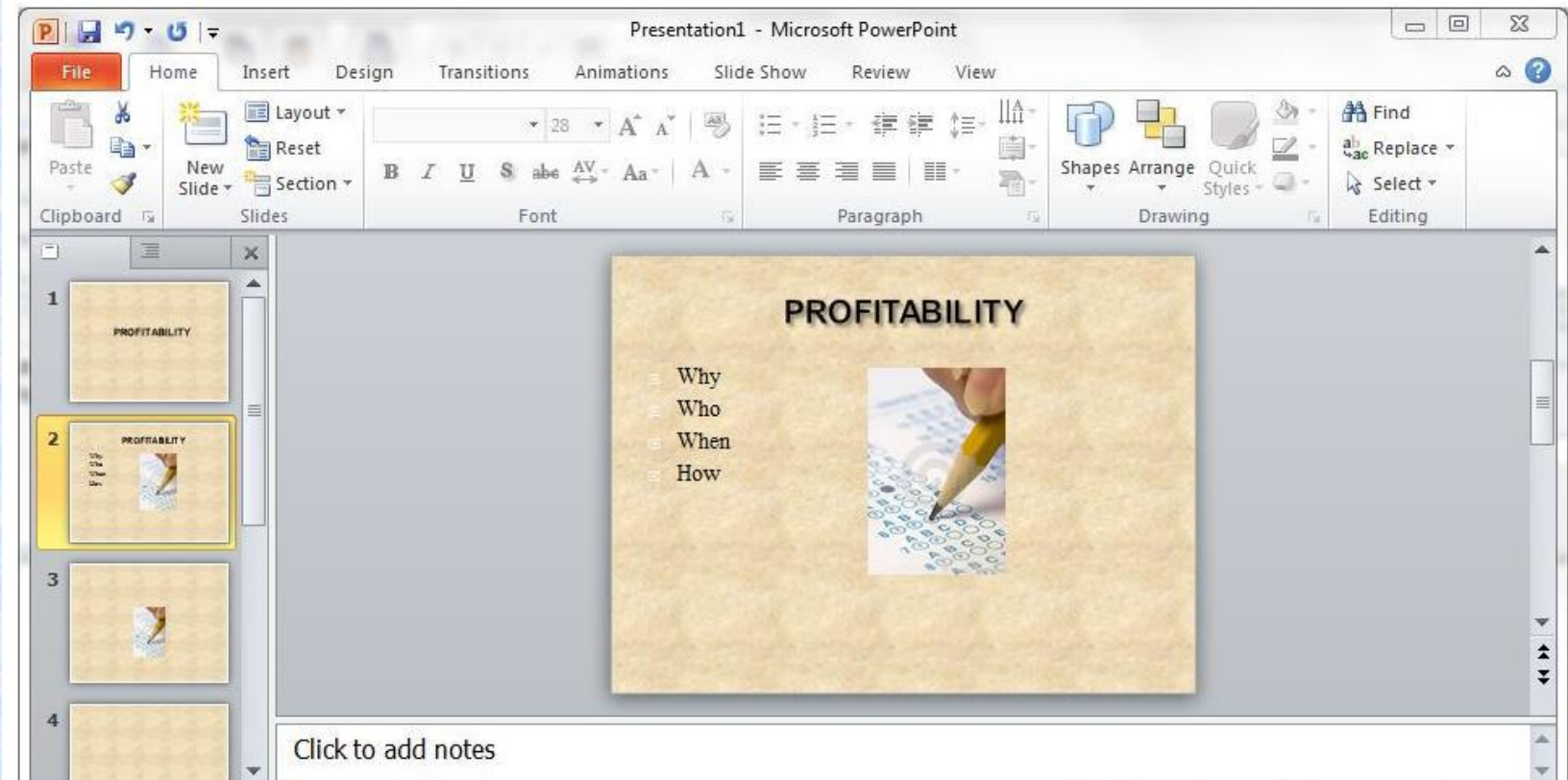
Presentations - Which button should you click in order to start the slide show for your audience?

Indicate your answer by clicking on the picture.



QUESTION 4:

Presentations - Suppose you wanted to add a logo at the bottom left of each slide and change all the bullets in the presentation from circles to squares. Which PowerPoint feature will allow you to make these changes to all the slides in your presentation simultaneously?



- Custom Animation
- Slide Layout
- Custom Slide Show
- Slide Master

WORDPROCESSING WORD 2010

0 = No Knowledge 1 = Limited Knowledge 2 = Knowledgeable

- Open a document 0 1 2
- Save a document 0 1 2
- Correct spelling 0 1 2
- Set margins 0 1 2
- Print a document 0 1 2
- Format text 0 1 2
- Insert graphics 0 1 2
- Move, copy and paste text 0 1 2

QUESTION 1:

Word Processing - Which of the following keys creates a new paragraph?

<F12>

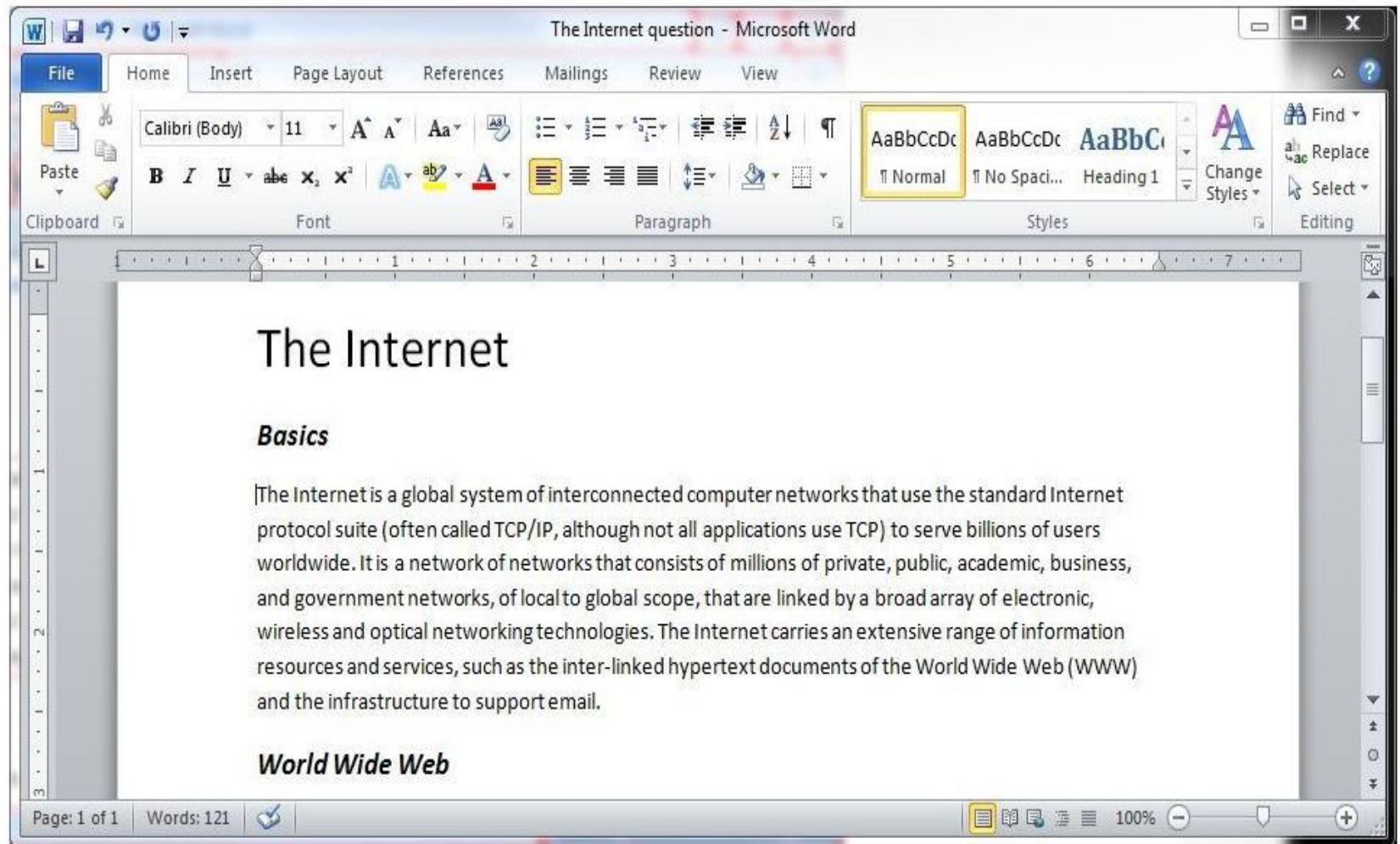
<Insert>

<Enter>

<Tab>

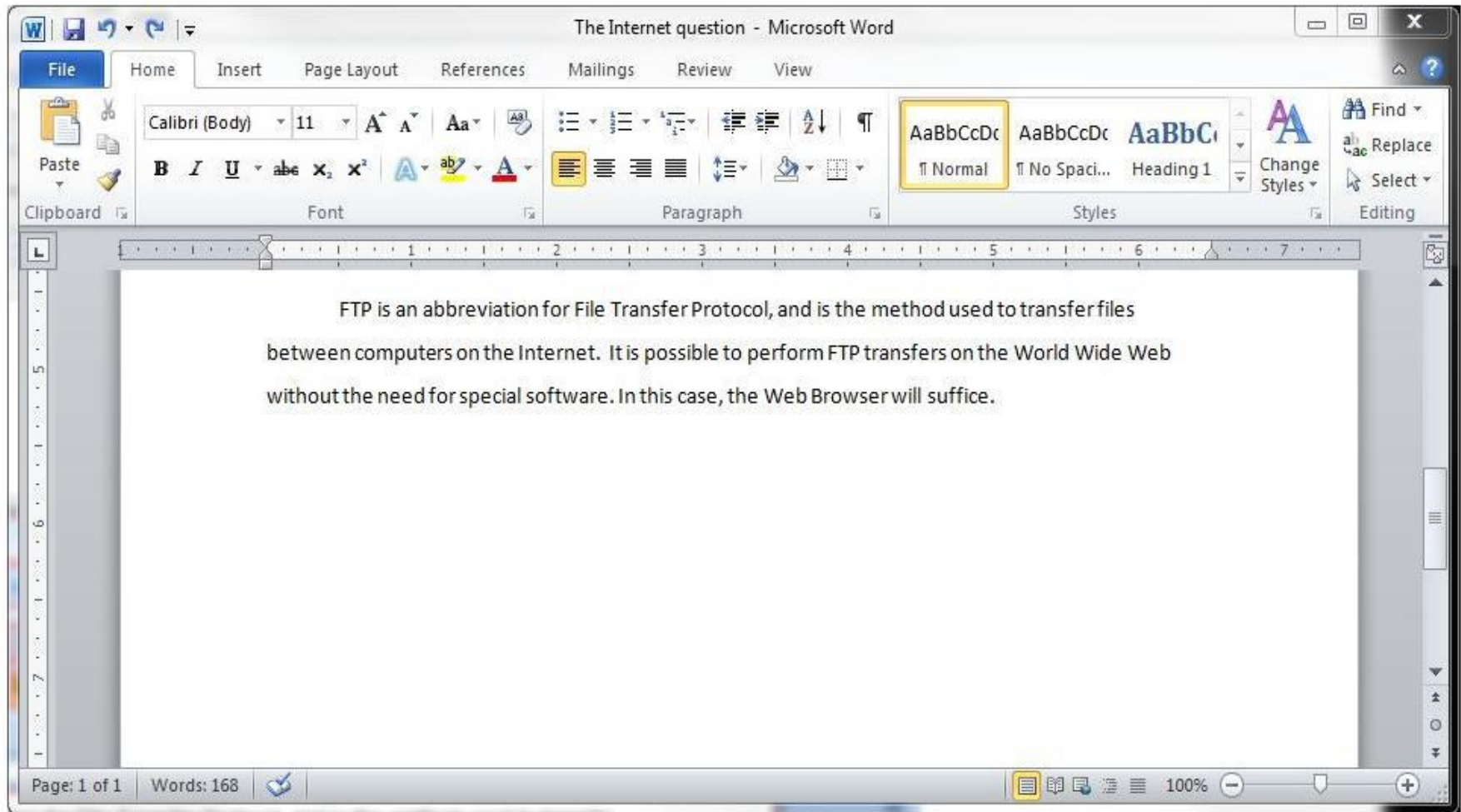
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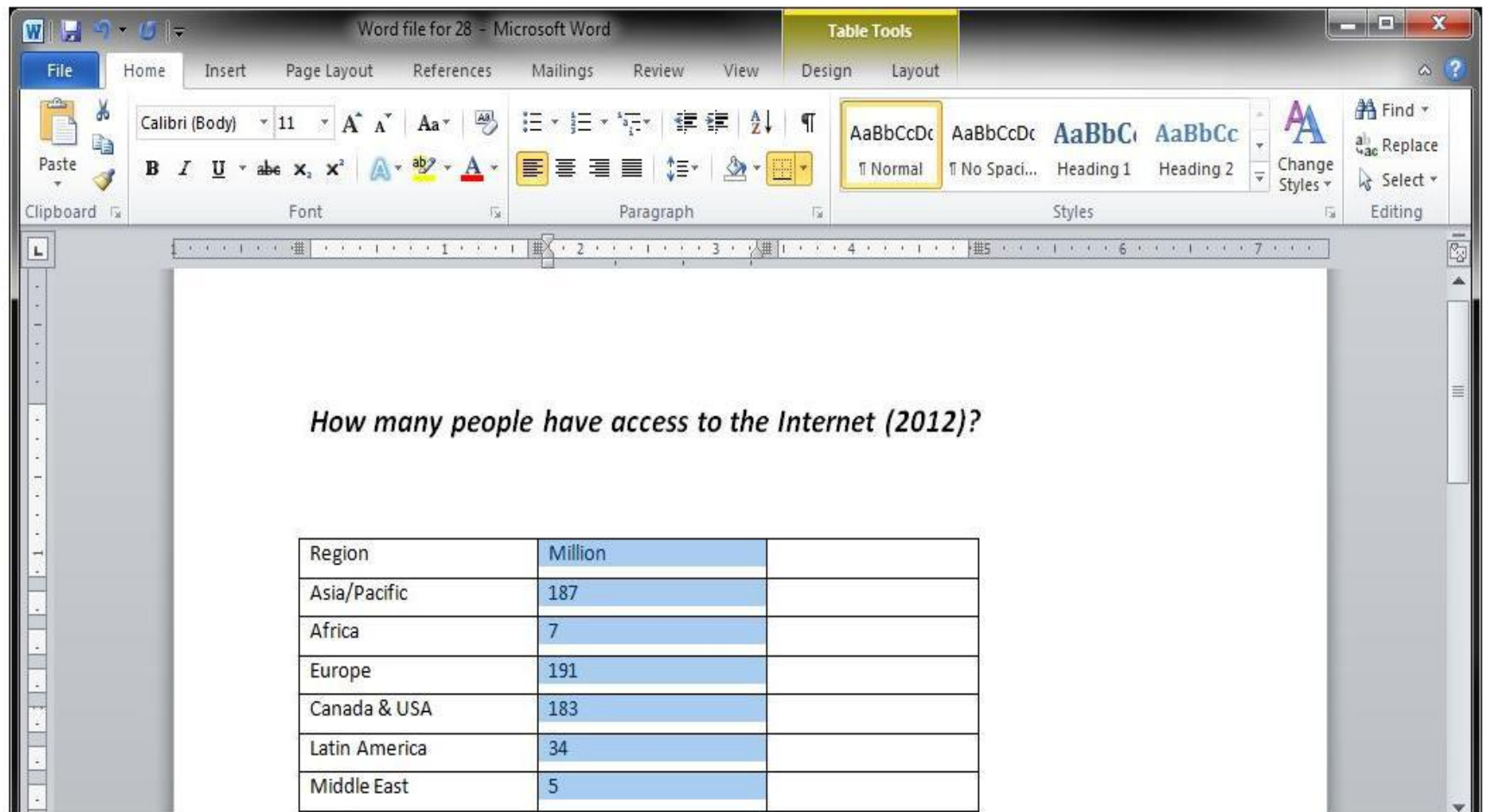
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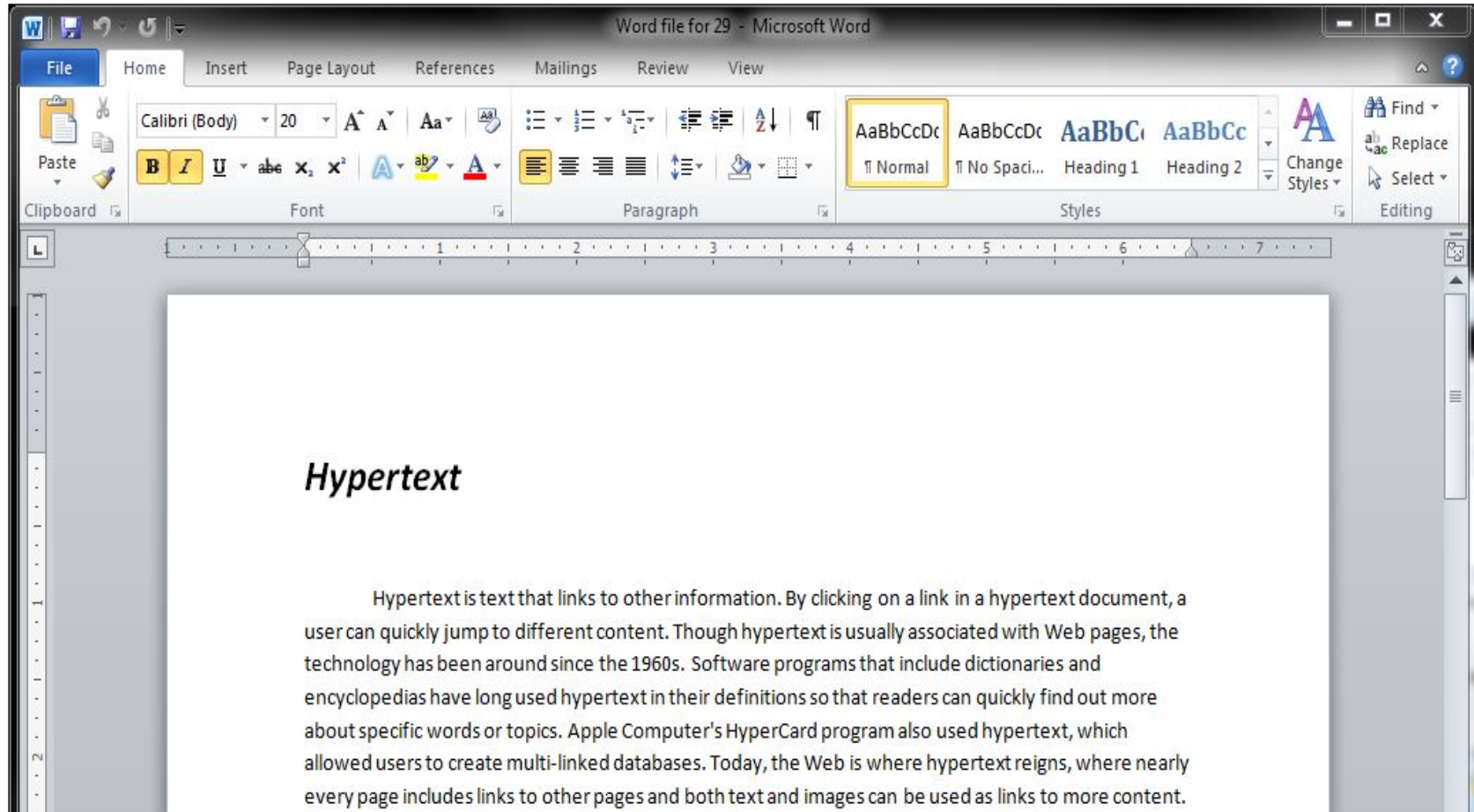


The screenshot shows the Microsoft Word interface with the 'Table Tools' ribbon selected. The 'Paragraph' group contains several alignment buttons. The 'Right Align' button, represented by three horizontal lines of decreasing length from left to right, is highlighted with a yellow box. Below the ribbon, a table is displayed with the following data:

Region	Million	
Asia/Pacific	187	
Africa	7	
Europe	191	
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Latin America	34	
Middle East	5	

QUESTION 5:

Word Processing - Which Word feature can instantly substitute every occurrence of the word "e-mail" in your document with "electronic mail"? Indicate your answer by clicking the appropriate button in the picture.



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TEST ANSWERS

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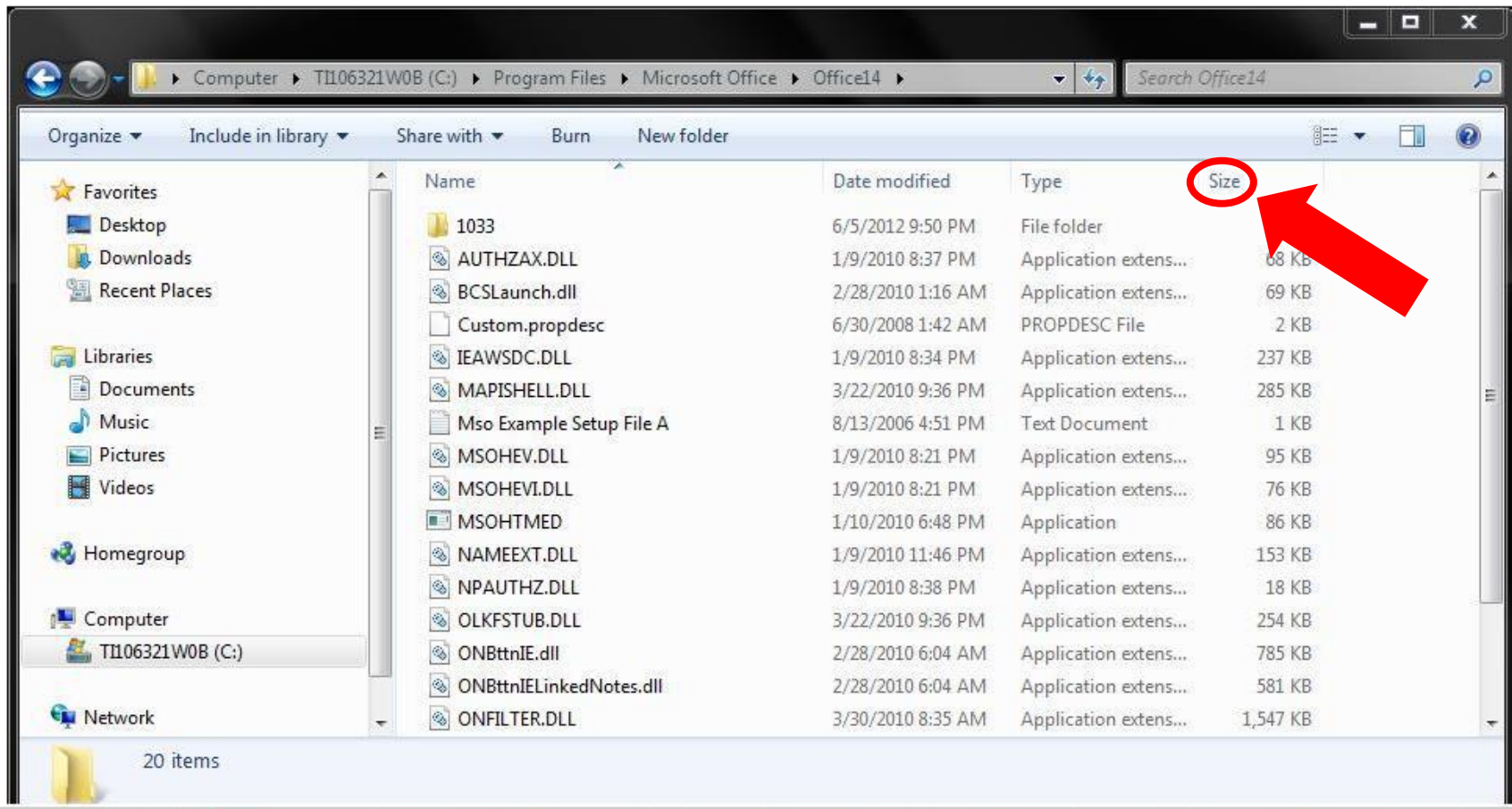
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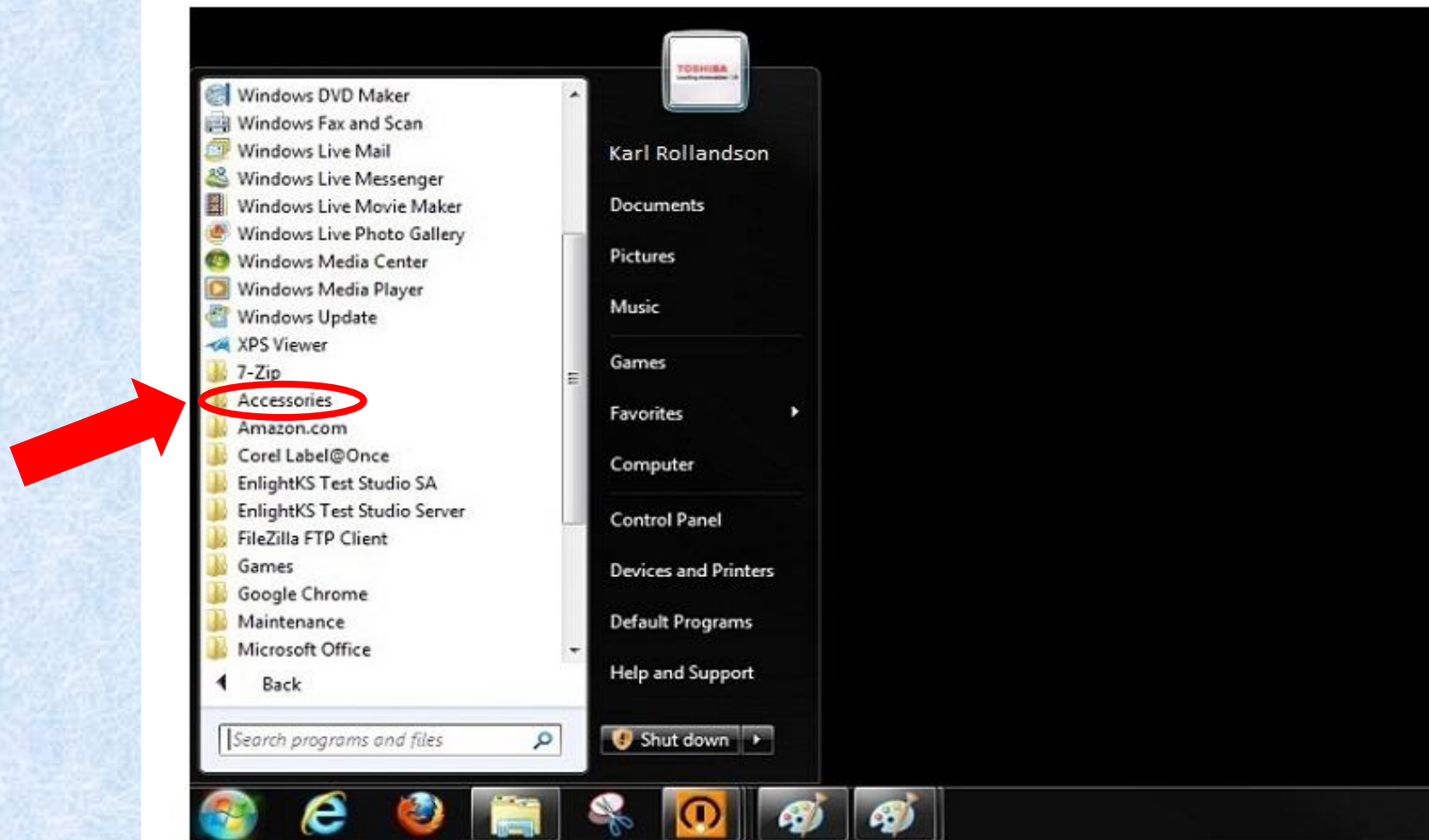
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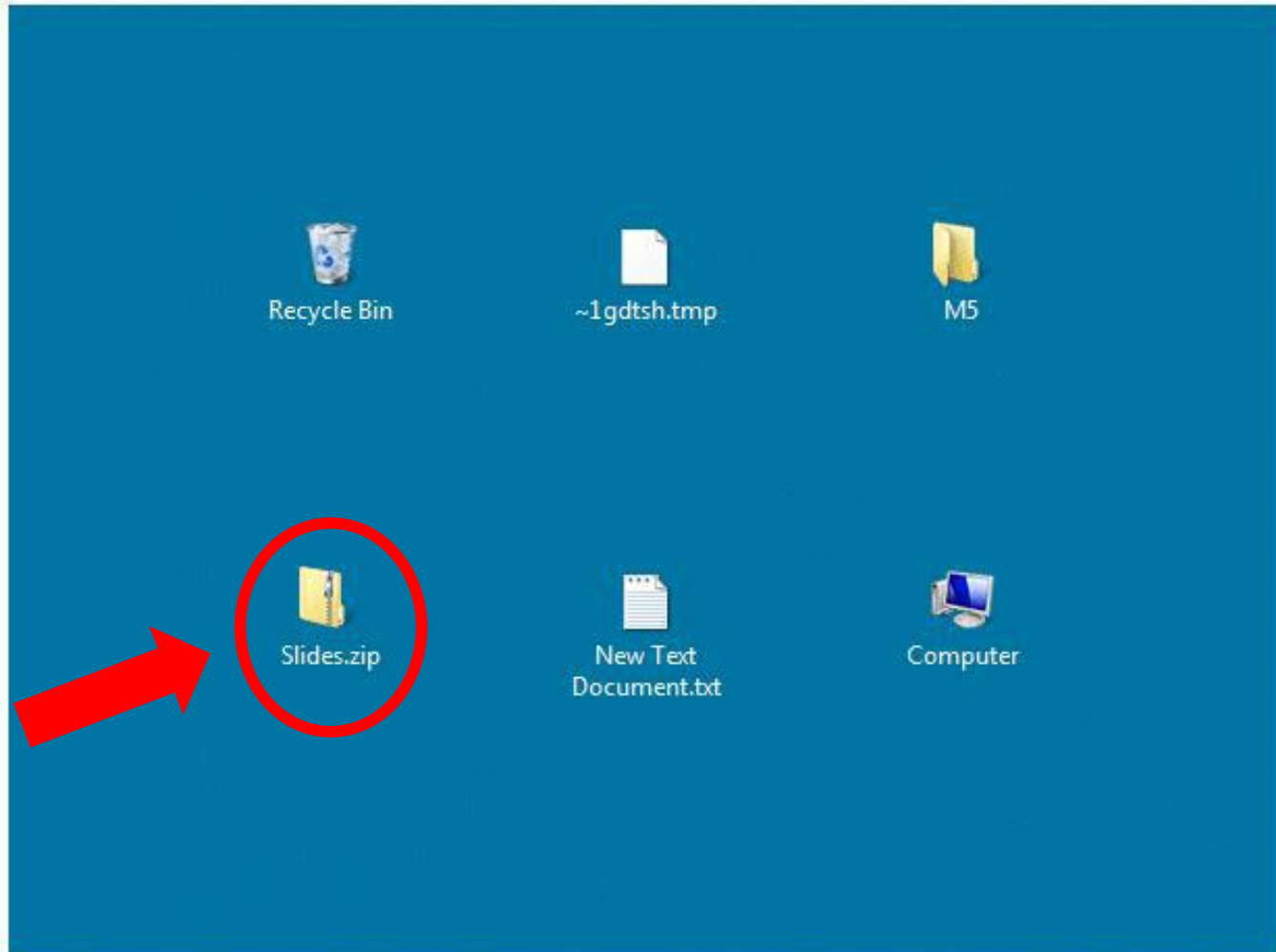
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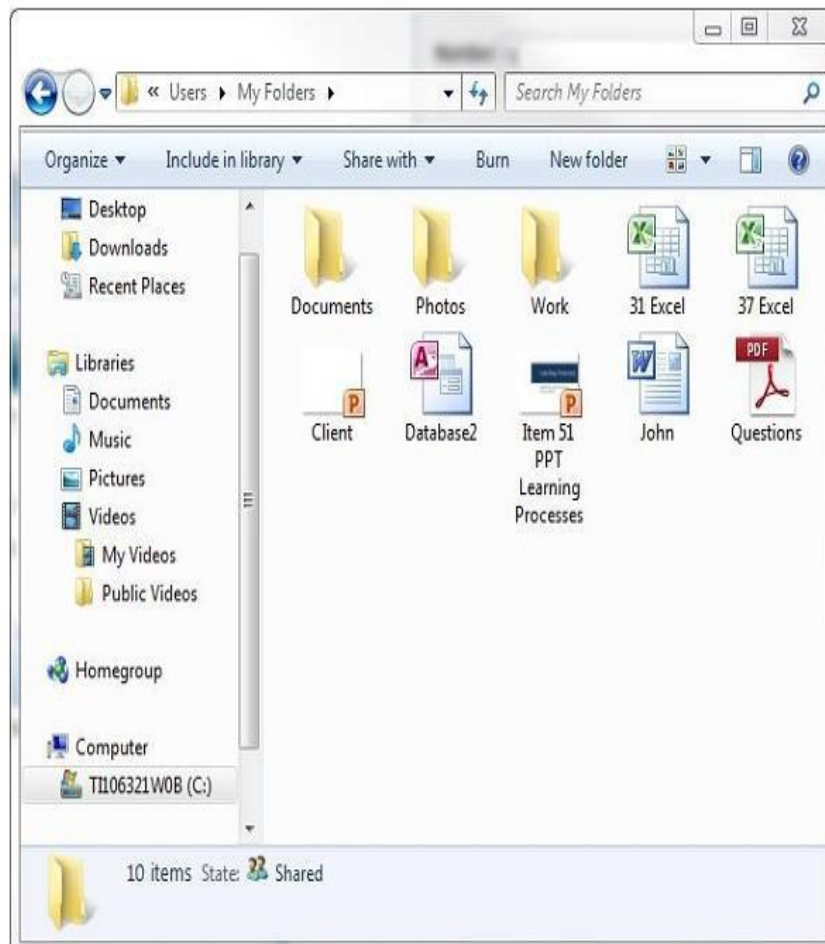
File Management - Which icon represents a compressed file?
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File Management - You want to copy the 'Documents' and 'Work' folders to save them on another drive.

Which key should you use in combination with the mouse in order to select both folders?



- <Ctrl>
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- <Alt>
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INFORMATION & COMMUNICATIONS

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Internet

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- Choose print out options: entire message 0 1 2
- Choose print out selected contents of a message 0 1 2
- Choose print number of copies 0 1 2

Question 1:

Information and Communication - How can the risk of unauthorized computer system access be reduced?"

- By installing anti-spam software
- By using a firewall
- By setting up a WAN
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SPREADSHEETS—EXCEL 2010

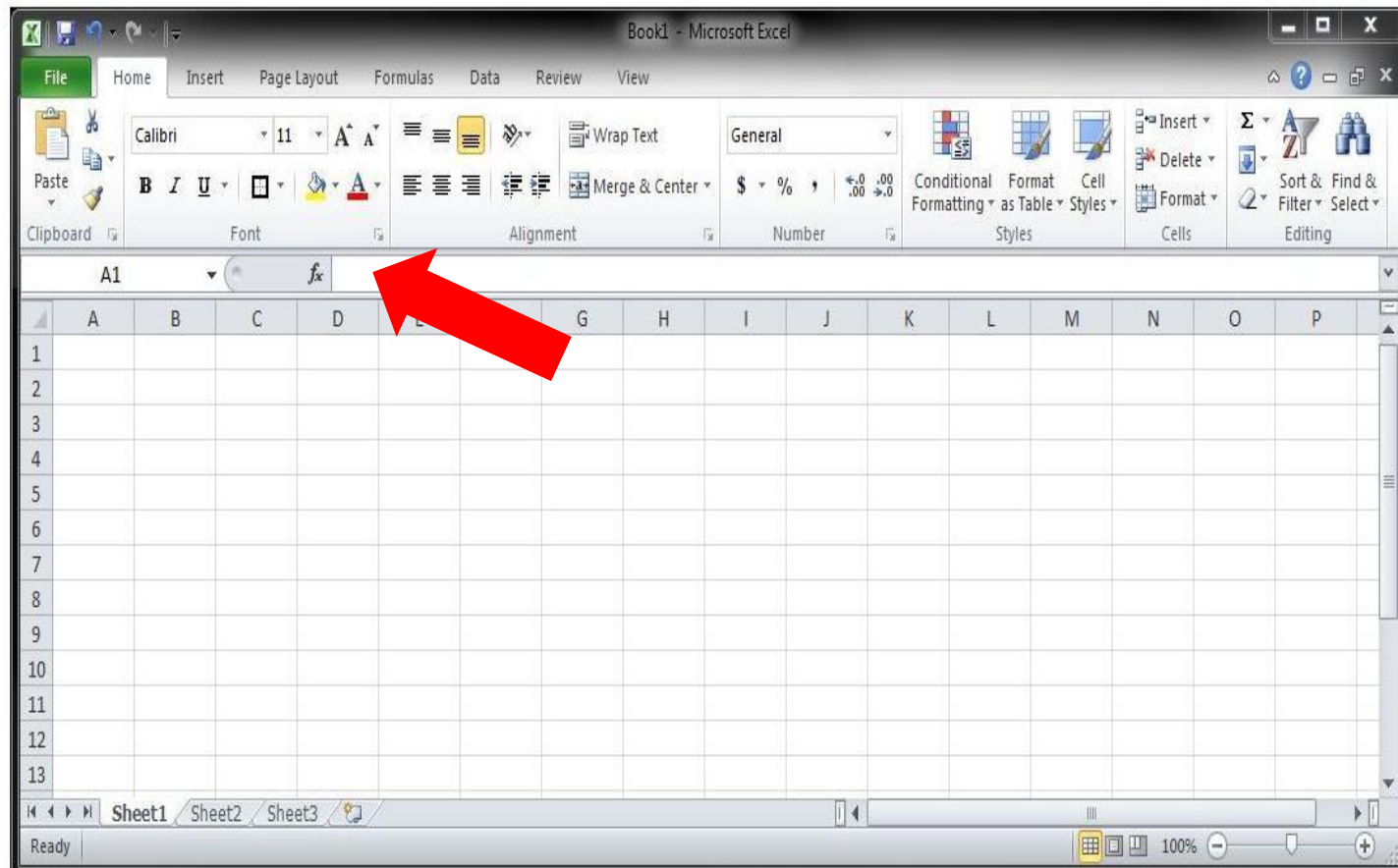
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SPREADSHEETS—EXCEL 2010

Question 1:

Spreadsheets - What is the name of the thin, white area above the column letters that starts with the "fx" button and stretches all the way to the right edge of the screen?



- Ribbon
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Question 2:

Spreadsheets - Look at the selected data in the picture below. Which type of chart would be best to use if you want to visually represent the contribution of each item as part of a total?

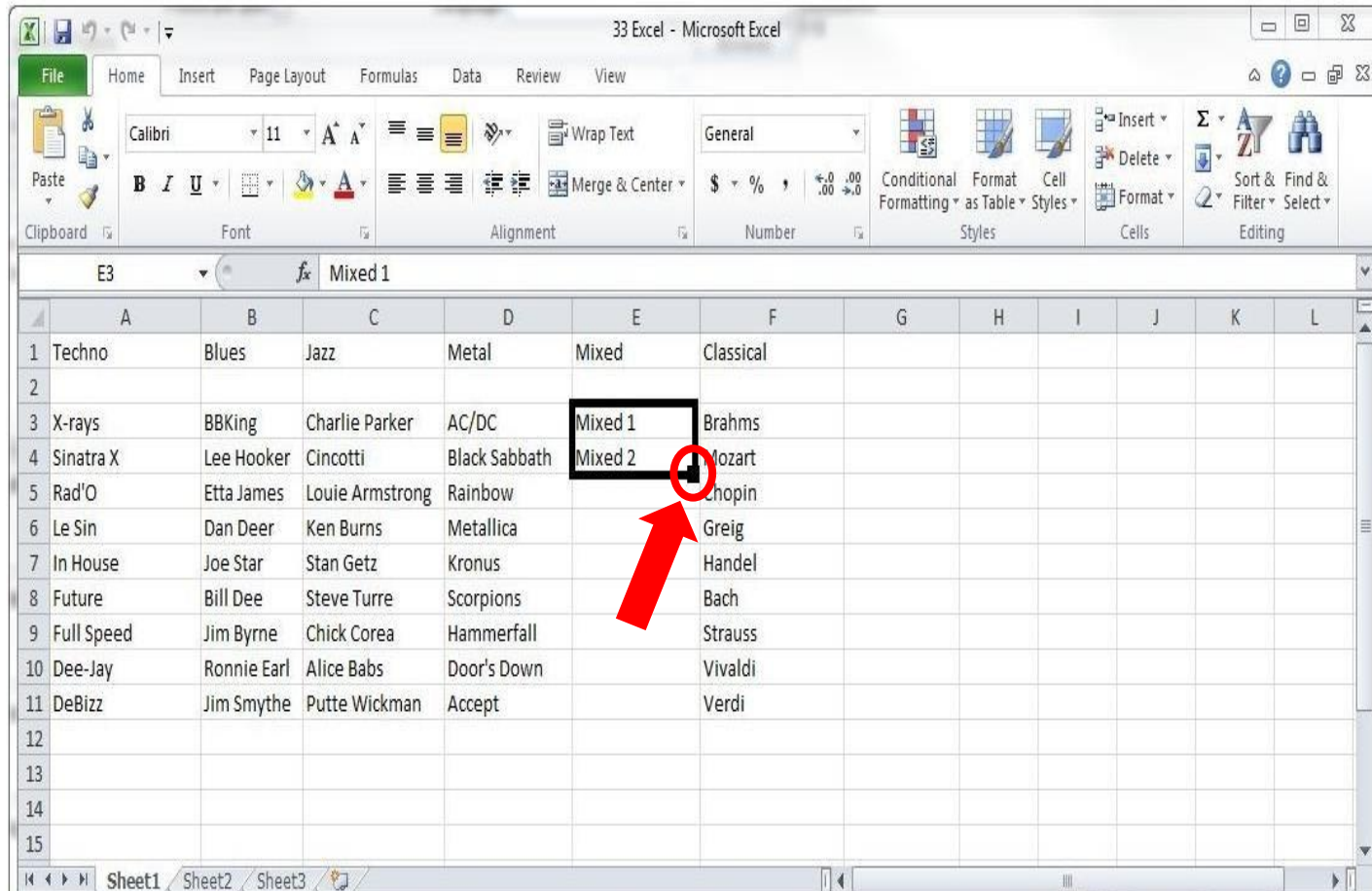
The screenshot shows the Microsoft Excel interface. The 'Insert' tab is active, and the 'Charts' group is expanded. A red arrow points to the 'Pie' chart option. The spreadsheet data is as follows:

	A	B	C	D	E	F	G	H	I	J	K	L	M
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18				Cost in %									
19	Planned Purchases	Price	Vendor	per album	Priority	Date of Purchase							
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26	Total Cost:	\$36.40											
27	Average Cost:	\$6.07											
28													
29													

- Column
- Line
- Pie
- Area

Question 3:

Spreadsheets - Where in Excel would you find the Fill Handle, which is used to fill in various types of series in the worksheet?
Indicate your answer by clicking on the picture.



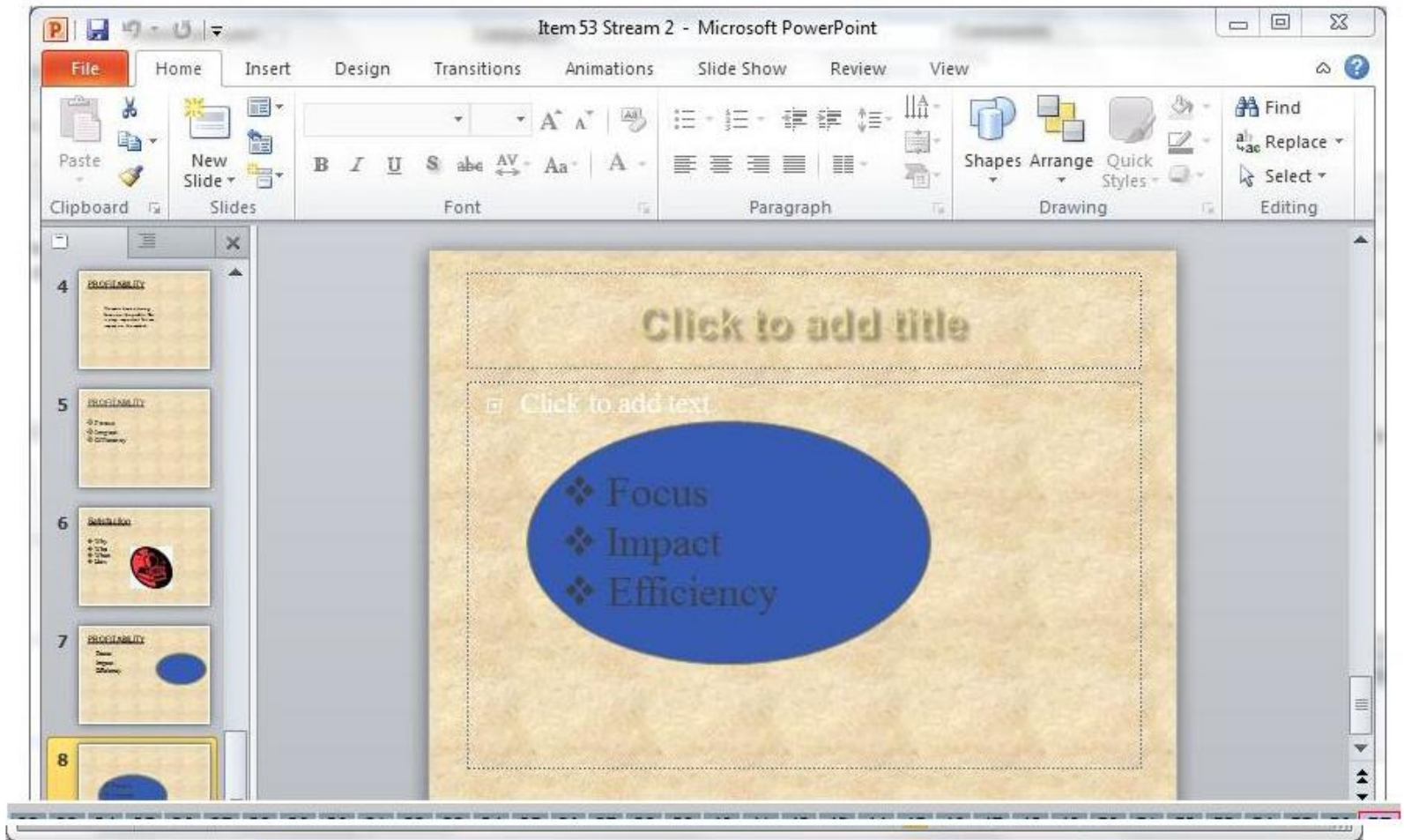
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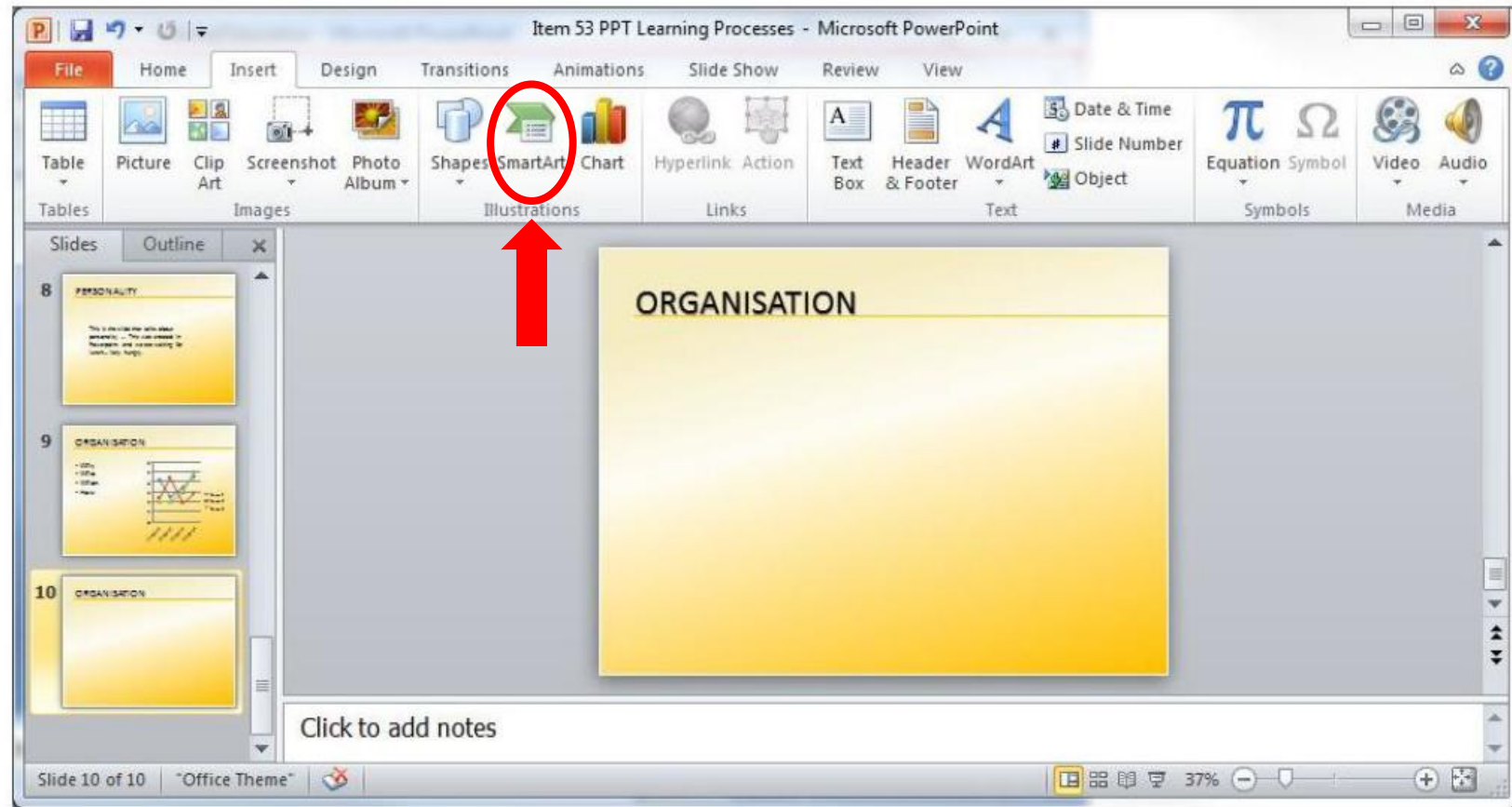
Presentations - Which PowerPoint feature will allow you to make only the selected word to fly in from the left?
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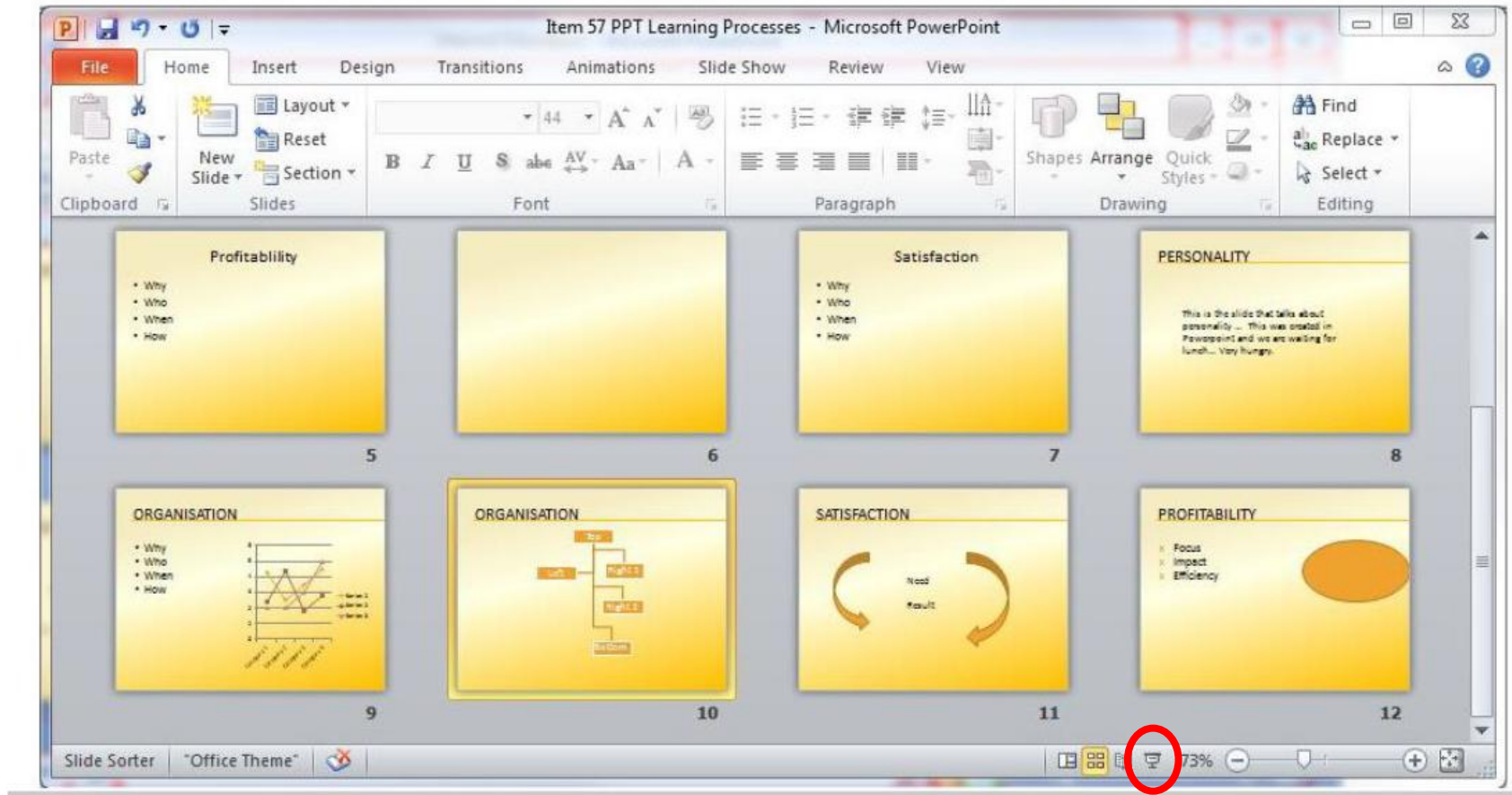
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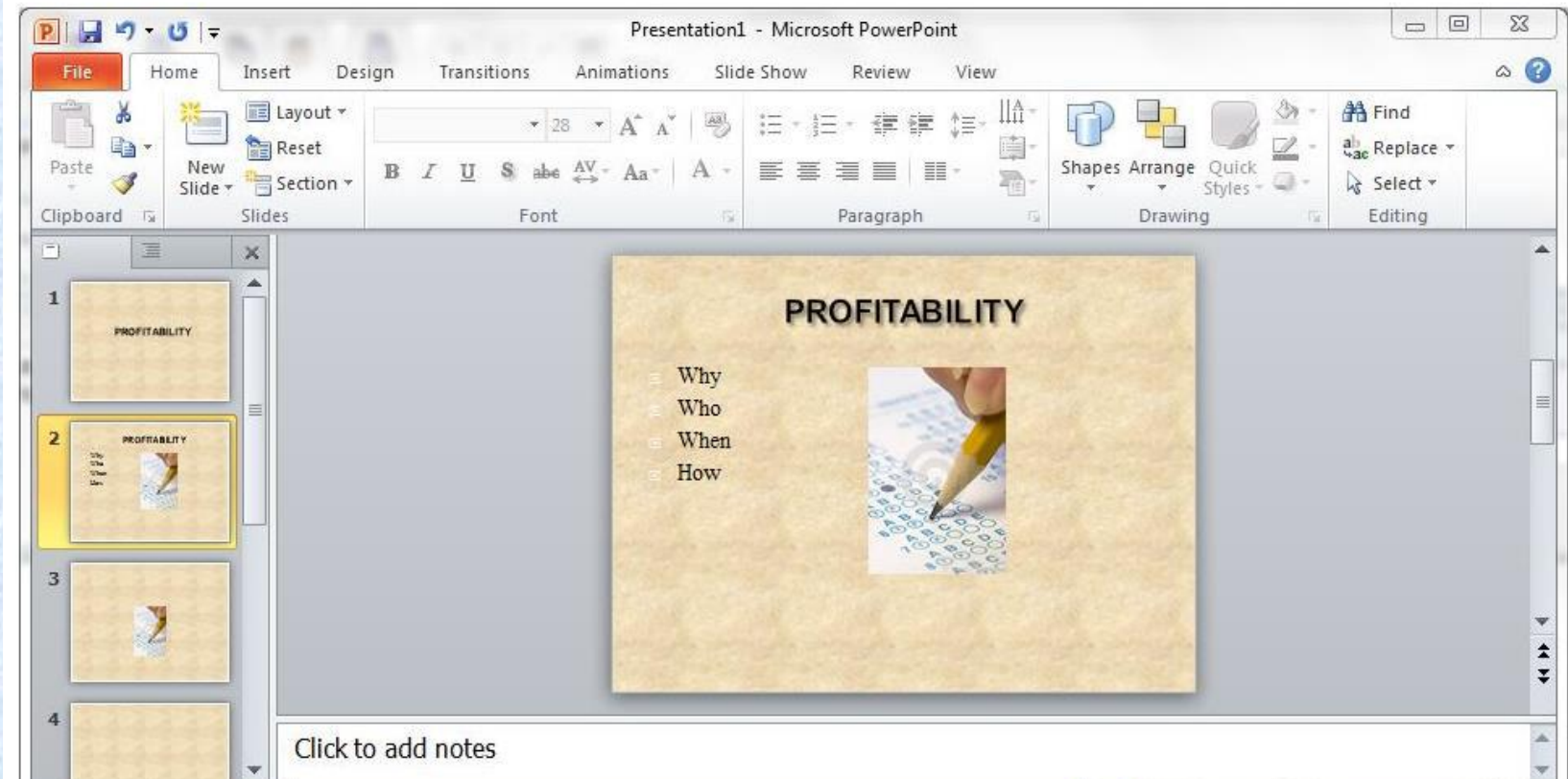
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QUESTION 4:

Presentations - Suppose you wanted to add a logo at the bottom left of each slide and change all the bullets in the presentation from circles to squares. Which PowerPoint feature will allow you to make these changes to all the slides in your presentation simultaneously?



- Custom Animation
- Slide Layout
- Custom Slide Show
- Slide Master



WORDPROCESSING WORD 2010

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Word Processing - Which of the following keys creates a new paragraph?

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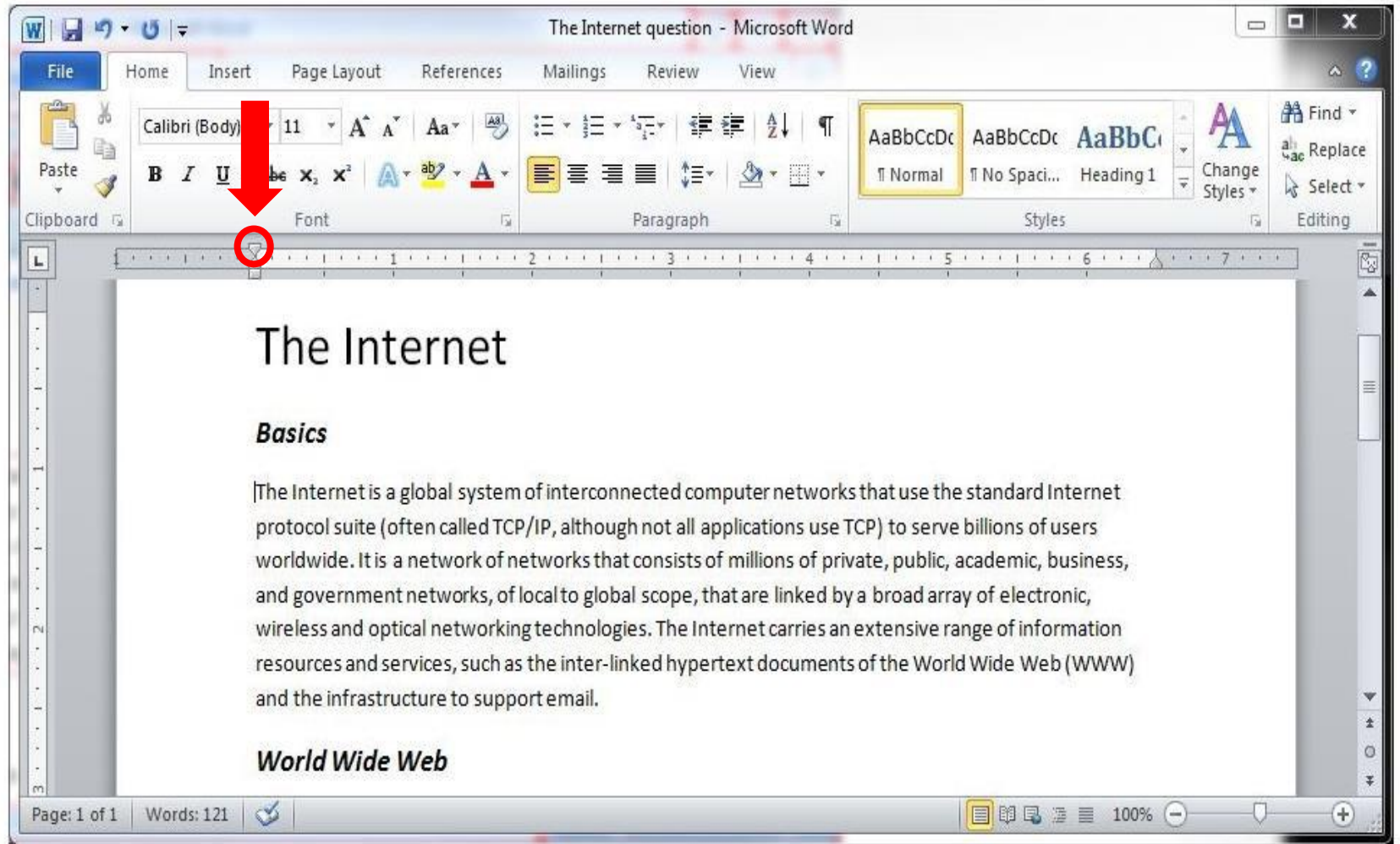
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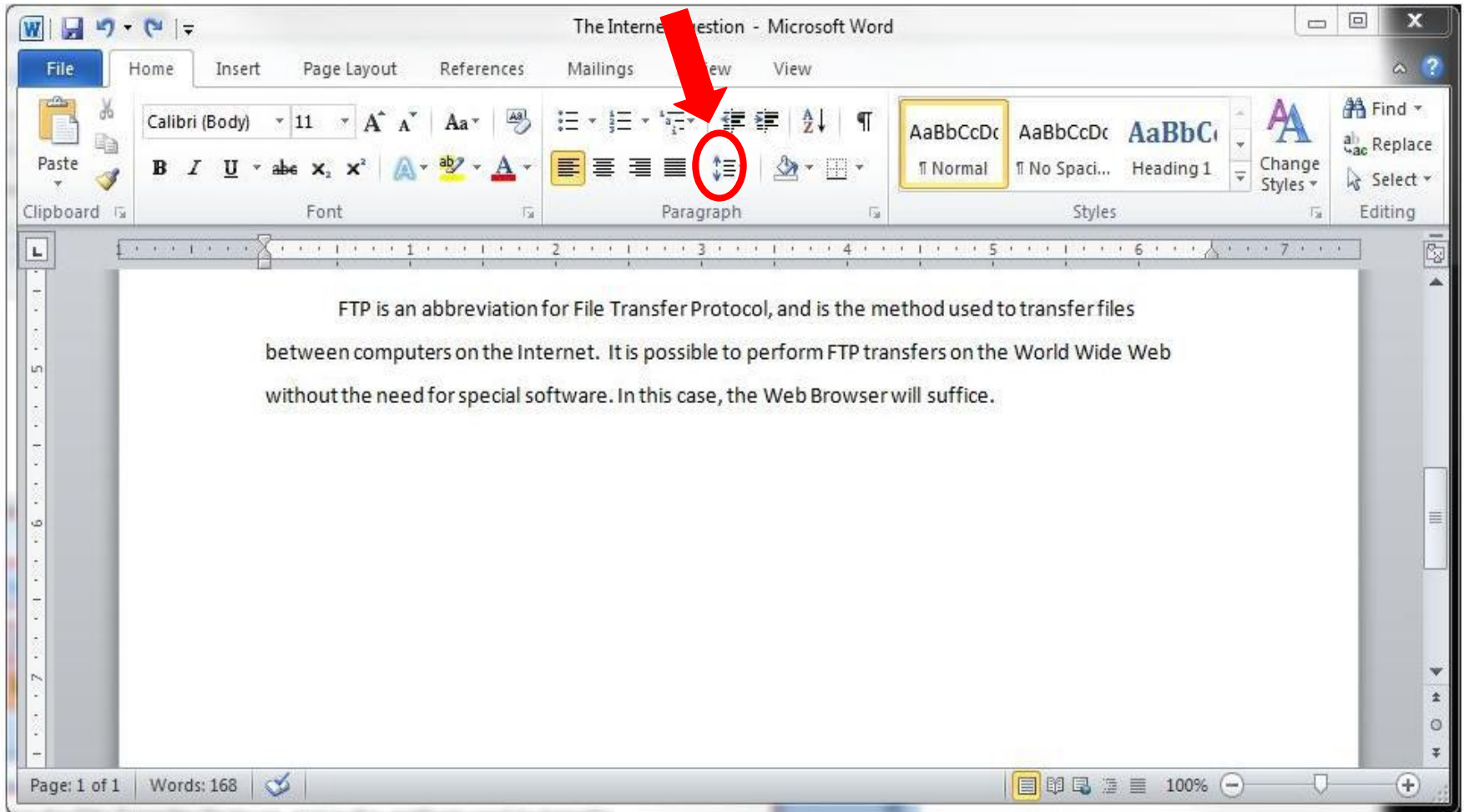
QUESTION 2:

Word Processing - Which button can be dragged to control the first-line indent of a paragraph?
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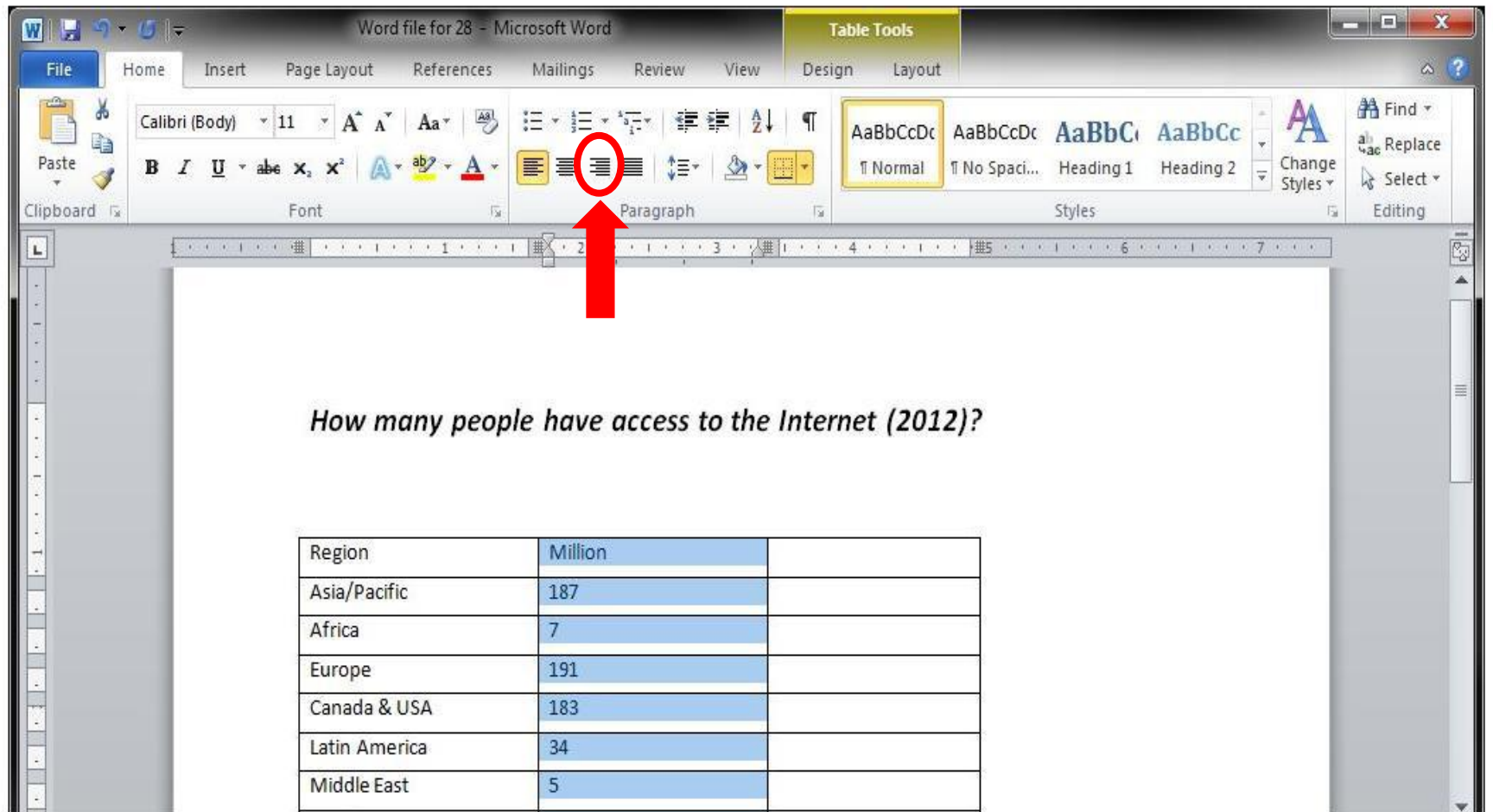
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Word Processing - Which button allows you to change the line spacing?
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QUESTION 4:

Word Processing - Which button should you click to right-align the contents of the selected column?
Indicate your answer by clicking on the picture.



The screenshot shows the Microsoft Word interface. The ribbon is set to the 'Table Tools' tab, specifically the 'Layout' sub-tab. In the 'Paragraph' group, the right-align button (represented by three horizontal lines on the right side) is circled in red. A red arrow points upwards from below the ribbon to this button. The document content includes the following text and table:

How many people have access to the Internet (2012)?

Region	Million	
Asia/Pacific	187	
Africa	7	
Europe	191	
Canada & USA	183	
Latin America	34	
Middle East	5	

QUESTION 5:

Word Processing - Which Word feature can instantly substitute every occurrence of the word "e-mail" in your document with "electronic mail"? Indicate your answer by clicking the appropriate button in the picture.

