COMPUTER SKILLS GRADUATION REQUIREMENT
REVIEW SHEET FOR TESTING OUT EXAM

One of the requirements for graduation from Seaholm High School is that a student must have ½ credit in Computer Technology. This is the only course that satisfies the graduation requirement; however, a student may elect to test out of the requirement.

TESTING OUT PROCEDURE
A student may elect to test out of the Computer Skills Graduation Requirement. Students will have only one opportunity to take the test.

Please see the attached form, which details the Testing Out Procedure. According to State guidelines, there are only **three times** of year that the test is given. You are responsible for meeting the deadlines to request the test. If you do not meet the application deadlines, you cannot take the test—you will have to wait for the next time the test is given. It is highly recommended that all students choosing to test out of the Computer Skills Graduation Requirement do so by the time the student is a sophomore.

EXAM PARAMETERS
The exam is a timed test that takes four hours. This review packet explains what is covered on the Testing Out Exam for the Computer Technology Graduation Requirement. These are the items you will be held responsible for when testing out of the Computer Technology Graduation Requirement. The parts of the exam include Multiple Choice and True/False on Scantron, and then a practical part where you will be expected to create a database, spreadsheet, chart, word processing, a desktop publishing document, a movie,a website, and an electronic presentation on the computer. You will be using Microsoft programs: Word, Excel (including charting), Access, Publisher, Movie Maker, and PowerPoint.

ITEMS FOR REVIEW
The following list describes what you will be tested on. In all areas spelling, punctuation, and grammar are counted in the final score.

COMPUTER LITERACY
- You need to know the difference between a program and a file.
- Know when to use a spreadsheet, word processing, database or electronic presentation.
- Know the difference between move, copy, replace and formatting.
- Know what headers and footers are and when to use them.
- Know what a toggle command is and give examples.
- Know what a password is and appropriate security measures to take when working on a computer.
- Know these terms: program, software, virus, network, ergonomics, and default.
- **Know how to integrate files and portions of files into another application.**
- Know how to create, print and save documents.
- Know how to bring in graphics, change color of the graphic, move the graphic, and mirror the graphic.
- Be able to discuss security issues relating to a network.
- Know how formatting a document affects the final printout.
- Know proper spacing rules for commas, periods ending a sentence or an abbreviation, semi-colon, question marks, etc.
- Ethics and morals attached to computer use.
- Some history in regards to personal computers.

WORD
- You should be able to word process a letter.
- Be able to explain or demonstrate that you know what closed and open punctuation is.
- You should know what a block style and modified block style letter are.
- You should be able to design a letterhead.
- You should know proper letter placement on the page.
- **Be able to perform a mail merge function from a database in Access.**
- You should be able to integrate information from a spreadsheet into a word processing document.
- You should be able to mirror clipart.
- You should know standard punctuation and spelling conventions.
- You should know how to use tables as a design tool.

ACCESS
- Be able to create a database.
- Create label and table style reports.
- Be able to place and size graphics in a database report.
- Be able to query a database for specified information.
- Be able to print the screen.
- Be able to perform calculations in Access.

EXCEL
- Be able to create a spreadsheet.
- You need to know the formulas for adding, averaging, finding the lowest and highest number, and the number of numbers.
- You should also know how to add, subtract, divide and multiply in spreadsheet.
- You need to format a spreadsheet for readability.
- You need to know how to print formulas.
- Be able to create a chart from spreadsheet data.
- You should know when to use a pie, bar and line chart.
- Know how to format a spreadsheet chart with text, stacked graphics, and color.
- **Know how to create and view formulas in a spreadsheet.**
- Know the difference between a label and a value in a spreadsheet.
- Be able to create headers and footers in a spreadsheet.
- Be able to place and mirror graphics in a spreadsheet.
- Be able to integrate an Excel file into PowerPoint.

POWERPOINT
- You should be able to integrate information from a spreadsheet chart into an electronic presentation.
- You should be able to create an electronic presentation of at least 7 slides.
- You need to make transitions between slides.
- You should be able to edit graphics in PowerPoint, including color changes.
- You need to include: custom animation, slides backgrounds, clip art, be able to change clip art color, slide builds, timings, and sounds or music.
- You should be able to print handouts for the presentation as well as show it.
- Be able to create a web page document in PowerPoint.

PUBLISHER
- Create a document in Publisher.
- Change out graphics in a Publisher document.
- Change colors of a Publisher document.
- Type text in a Publisher document.
- Create new text boxes and graphic fields in Publisher.

- Be able to create a web page document in Publisher.
- Be able to integrate a Publisher document into Front Page.

MOVIE MAKER
- Be able to import given video and create a movie.
- Be able to create a multiple clip movie with transitions.
- Be able to import music, clipart and images from the Internet.

If you have any questions, please call Michael Munaco in the Business Technology Office, Seaholm High School, telephone 248.203.3866.