

Computer Basics: CMP-106 Concepts & Applications Challenge Examination Summer 2019

Friday, June 7, 2019 at 2:00 p.m.
Monday, June 10, 2019 at 4:00 p.m.
Wednesday, June 19, 2019 at 10:00 a.m.

Friday, July 5, 2019 at 12:00 p.m.
Monday, July 15, 2019 at 2:00 p.m.
Wednesday, July 24, 2019 at 11:00 a.m.

Monday, August 5, 2019 at 2:00 p.m.
Friday, August 16, 2019 at 12:00 p.m.
Wednesday, August 28, 2019 at 4:00 p.m.

This two-hour exam will consist of multiple choice and true/false questions as well as task-oriented questions. A minimum keyboarding rate of 20 wpm is required. A passing score of 85% or higher must be achieved in all areas in order to pass the exam.

Students interested in taking this Challenge Examination should register in the Testing and Assessment Center located in Building 19, Room 238 **in advance** by calling **(413) 755-4689**. A non-refundable fee of \$7.50 is required. *Students must present their Student ID prior to taking the Challenge Exam. NOTE: You cannot challenge a course in which you are currently enrolled. If you are enrolled in the course you must withdraw before the add/drop period ends.*

Students planning to attend a 4-year college should discuss with an advisor whether or not credits for a challenged course will transfer prior to taking the exam.

For additional information, contact:
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Computer Concepts

- Input & output devices
- Hardware and processing
- Operating systems and application software
- Computer networks, security, and ethics

Microsoft Windows

- Use the mouse and menus
- Use windows (minimize, maximize, close)
- Use Windows Help and Support Center
- Create, rename, move, and copy folders/files
- Search for files
- Delete and restore files and folders

Internet Explorer

- Understand basic Internet terminology
- Explore the browser window
- View, save, and navigate Web pages
- Search for and evaluate information
- Information literacy

Microsoft Word 2016

- Save, print, and edit a document
- Find, replace, cut, copy, and paste text
- Check grammar and spelling
- Format text and paragraphs (fonts, line spacing/alignment, tabs/indents, bullets/numbering and styles)
- Format documents (margins, orientation, numbers, headers/footers and themes)
- Insert pictures
- Insert, edit, and format tables
- Create footnotes, citations, and works cited

Microsoft Excel 2016

- Edit, copy, and move cell entries
- Create formulas
- Use absolute and relative cell references
- Format a worksheet (fonts, attributes, alignment, column/row adjustments, inserting/deleting cells, rows, and columns, applying colors and borders)
- Insert and format charts

Microsoft Access 2016

- Create a database
- Navigate, enter, edit, sort, filter, and find records
- Create and modify tables & format a datasheet
- Create and modify forms, reports and queries
- Insert and format images

Microsoft PowerPoint 2016

- Create a presentation and print handouts
- Create a new slide, apply layout, and enter text
- Insert and format graphics, clip art & SmartArt
- Animation and transitions