



TEXAS TECH UNIVERSITY

**Division of Outreach
& Distance Education**

Box 42191, Lubbock, TX 79409
(806) 742-7200
FAX (806) 742-7222
www.ode.ttu.edu

**BCIS 1A
Business Computer Information Systems,
First Semester
(v.2.0)**

To the Student:

After your registration is complete and your proctor has been approved, you may take the Credit by Examination for Business Computer Information Systems 1A.

WHAT TO BRING

- sharpened No. 2 pencils

ABOUT THE EXAM

The exam will consist of 88 multiple-choice questions and you will have three hours to complete your work.

The examination is based on the Texas Essential Knowledge and Skills for this subject. Questions are not taken from a single source; you can best prepare by reviewing any of the state-adopted textbooks for this subject. If you do not have a textbook or any other study material available locally, you may contact the Outreach & Distance Education Bookstore. The bookstore carries the textbook used with our BCIS 1A Distance Education course. The textbook is *A Guide to Microsoft Office 2003 for Information and Communication Technologies* (for Windows XP) by Lawrenceville Press (2004).

There is also a sample examination included with this letter. The sample exam will give you a model of the types of questions that will be asked on your examination. It is *not* a duplicate of the actual examination. It is provided to illustrate the format of the exam, *not to serve as a complete review*.

For more information about CBE policies, visit <http://www.ode.ttu.edu/takeacbe/> or see your course Policies & Forms Guide.

Good luck on your examination!

BCIS 1A CBE Review Concepts

Before you take the exam, you should be able to understand and/or do all of the following.

Microsoft Office Basics

- Describe the Microsoft Office applications.
- Identify the different parts of a Windows application interface.
- Enter data into a document.
- Use menus and toolbars.
- Identify dialog box options.
- Save files.
- Create headers and footers.
- Open, save, print, and close files.
- Quit an application.
- Multitask using Microsoft Office applications.

Using a Communications Application

- Define terminology associated with the World Wide Web.
- Describe several categories and purposes of Web sites.
- Evaluate Web sites.
- Explain how a Web browser interprets an HTML document.
- Demonstrate the basic features of Internet Explorer.
- Use search engines and subject trees.
- Cite a web page.
- Use Outlook to send e-mail messages.
- Display the address book.
- Add a signature to e-mail messages.

- Organize and search for e-mail messages.
- Block messages from specific senders.
- Discuss how to avoid getting a virus.
- Follow e-mail etiquette rules.
- Describe instant messaging.

Personal Information Management (Microsoft Outlook)

- Explain how a personal information manager can simplify the organization of personal and business activities.
- Display the Calendar in different views.
- Add events and appointments to the Calendar.
- Work with multiple calendars.
- Integrate the Outlook Calendar and e-mail tools.
- Add tasks to the TaskPad.
- Create an electronic address book.

Using a Word Processor (Microsoft Word)

- Explain why the word processor is ideal for producing a variety of different documents.
- Identify the different parts of the Word window.
- Use the word processor to enter and modify text.
- Insert symbols into a document.
- Understand automatic spelling and grammar checking.
- Use smart tags.
- Find and replace text and special characters in a document.
- Use the thesaurus to display a list of synonyms.
- Demonstrate techniques for selecting, copying, and moving text.
- Use the Office Clipboard.

- Apply character and paragraph formats.
- Print preview and print a document.
- Create hyperlinks to a Web page and to an e-mail address.
- Use document collaboration features to peer-edit a document.
- E-mail a document from Word.
- Use Reading Layout view to read a document on the screen.

Formatting Documents (Microsoft Word)

- Display and use the Reveal Formatting task pane.
- Apply page formats, such as margins and headers and footers.
- Insert page numbers into headers and footers.
- Position text using tabs and tab stops.
- Select and format a vertical block of text in a table.
- Apply paragraph formats, such as line spacing and indents.
- Format hanging indents and first-line indents.
- Format bulleted and numbered lists.
- Create footnotes and endnotes.
- Search for clip art and add pictures to a document.
- Create and use templates.
- Save a Word document as an HTML file.

Long Documents and Desktop Publishing (Microsoft Word)

- Create and format a table.
- Apply styles to text.
- Hyphenate a document.
- View and modify a document in Outline view.
- Create a table of contents.

- Divide a document into sections.
- Create different headers and footers for a document that is divided into sections.
- Create diagrams and organization charts.
- Format a document in columns.
- Create a brochure and a newsletter in Word.

Using a Spreadsheet (Microsoft Excel)

- Describe tasks a spreadsheet would be used for.
- Identify the different parts of the Excel spreadsheet window.
- Enter and edit data in a worksheet.
- Demonstrate techniques for selecting cells.
- Preview and set print options for a worksheet.
- Use formulas to perform calculations.
- Understand relative cell references.
- Copy and paste data between Word and Excel.
- E-mail a worksheet for collaboration.
- Add a picture to a worksheet.
- Create hyperlinks to a Web page and to an e-mail address.
- Apply cell formatting, such as cell borders, patterns, and color.
- Apply conditional formatting to help make spreadsheet data easier to evaluate.
- Create and use templates.
- Save Excel data in HTML format.

Working with Functions and Organizing Data (Microsoft Excel)

- Determine how changing data impacts results by asking “What If” questions.
- Use the SUM, AVERAGE, MAX, MIN, and ROUND functions.
- Understand absolute cell references.

- Identify common error values.
- Sort the data in a spreadsheet.
- Insert and delete rows and columns.
- Use the IF function.
- Change the print orientation and margins of a worksheet.
- Print part of a worksheet.
- Use text in the IF function.
- Create an amortization table using the PMT function.
- Organize data using multiple sheets in a workbook.

Sample Exam Questions

1. Most Windows applications have a similar interface.
 - A. True
 - B. False
2. The **Delete** key erases the character directly to the left of the insertion point.
 - A. True
 - B. False
3. Which key is held while pressing a character key to insert uppercase letters?
 - A. Enter
 - B. Alt
 - C. Ctrl
 - D. Shift
4. To end the current paragraph and insert a blank line after the paragraph,
 - A. press the **Esc** key and then the **Enter** key.
 - B. press the **Enter** key.
 - C. press the **Enter** key twice.
 - D. press the **Enter** key and then the **Home** key.
5. Which dialog box option allows a value to be typed?
 - A. scrollable list
 - B. radio button
 - C. text box
 - D. check box
6. Which Internet Explorer button is clicked to display a list of URLs of Web sites that have been visited in the previous days and weeks?
 - A. Favorites button
 - B. History button
 - C. Media button
 - D. Search button
7. Which of the following is used in search criteria to find Web pages that contain any one of the words in the criteria?
 - A. +
 - B. -
 - C. OR
 - D. NOT

8. The first step in duplicating text is to
- A. select **Paste**.
 - B. delete the text.
 - C. select the text to be duplicated.
 - D. select **Cut**.
9. Subscript is a format that
- A. reduces the size of the text and raises it to the top of the current line.
 - B. reduces the size of the text and lowers it to the bottom of the current line.
 - C. enlarges the size of the text and raises it to the top of the current line.
 - D. enlarges the size of the text and lowers it to the bottom of the current line.
10. Changing the margins may affect the number of pages in a document.
- A. True
 - B. False
11. Which **Trace Error** option is selected to remove a green triangle from a cell?
- A. Remove Triangle
 - B. Ignore Error
 - C. Delete Error
 - D. Correct All
12. What will be displayed by the formula =**ROUND(93.99, -2)**?
- A. 94
 - B. 100
 - C. 93
 - D. 93.99
13. What can be used to control how a worksheet is divided into pages?
- A. page breaks
 - B. columns
 - C. rows
 - D. functions
14. To make a sheet active,
- A. select the sheet name in the Windows menu.
 - B. click the appropriate tab at the bottom of the Excel window.
 - C. click the Name box until it displays the appropriate sheet.
 - D. press the **Home** button.

15. When moving a range of cells between sheets, what needs to be selected before **Paste** is selected?
- A. cell A1
 - B. the **Esc** key
 - C. a new range of cells
 - D. the upper-left cell of the range where the data is to be pasted

Sample Exam Answer Key

1. A

2. B

3. D

4. C

5. C

6. B

7. C

8. C

9. B

10. A

11. B

12. B

13. A

14. B

15. D