



TEXAS TECH UNIVERSITY

**Division of Outreach  
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**BCIS 1B  
Business Computer Information Systems,  
Second 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 1B.

**WHAT TO BRING**

- sharpened No. 2 pencils

**ABOUT THE EXAM**

The exam will consist of 80 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. You must review *all* of the concepts of business computer information systems. 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 review sheet*.

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 1B CBE Review Concepts**

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

### **Creating Charts (Microsoft Excel)**

- Explain how a chart can enhance and simplify the understanding of numerical data in a worksheet.
- Identify the different chart objects.
- Create pie, bar, and line charts.
- Move, size, and delete charts.
- Print a chart.
- Copy a chart object into a Word document.
- Apply chart formatting.
- Identify various other types of charts that can be created.

### **Advanced Spreadsheet Techniques (Microsoft Excel)**

- Use the CHOOSE and VLOOKUP functions.
- Name a cell or range.
- Freeze selected rows and columns.
- Create hyperlinks to a worksheet location.
- Embed and link objects.
- Use dates and times in formulas.
- Protect worksheets and workbooks from changes.
- Apply data entry criteria.
- Create a data form.
- Create an Excel list that can be sorted and filtered.
- Perform repetitive tasks using macros.

### **Using a Relational Database (Microsoft Access)**

- Describe a relational database and its structure.
- Identify the different parts of the Access database window.
- Define fields and records.
- Select a primary key.
- Develop a database schema.
- Create a table and a form.
- Enter records using forms.
- View tables in Design view and Datasheet view.
- Sort, update, and delete records.
- Preview and print records.
- Modify a table and form.
- Copy Access data to Excel and Word.
- Export access table data to HTML format.

### **Relational Database Techniques (Microsoft Access)**

- Define relationships.
- View subdatasheets.
- Create and use select queries.
- Create a range query.
- Create and use complex queries.
- Use fields and wildcards in query criteria.
- Create form letters and mailing labels from Access data.
- Create parameter and update queries.

### **Analyzing Data in a Database (Microsoft Access)**

- Create a report.
- Add summary values to a report.
- Use Design view to modify a report.
- Distribute a report.
- Create a calculated field.
- Export an Access table to an Excel workbook.
- Import an Excel worksheet to Access.
- Link Access data to a Word document.

### **Creating Presentations (Microsoft PowerPoint)**

- Identify the different parts of the PowerPoint window.
- Plan a presentation.
- Add and delete slides, and change the order of slides.
- Display a presentation in different views.
- Change the design of a presentation using a design template.
- Apply a different color scheme to a template.
- Print a presentation.
- Add footers to slides.
- Use the Slide Master.
- Apply formatting and add a picture to a slide.
- Create and print speaker notes.
- Collaborate on a presentation.
- E-mail a presentation from PowerPoint.

## **Advanced PowerPoint Presentations (Microsoft PowerPoint)**

- Add animation and slide transitions.
- Move and duplicate data within the same presentation and between presentations.
- Add a chart from an Excel workbook to a slide.
- Use ink during a slide show presentation.
- Create and use templates.
- Add sound and a movie to a slide.
- Explain a variety of ways to deliver a presentation.
- Assign a password to protect a presentation.
- Create hyperlinks to a Web page and to an e-mail address.
- Save a PowerPoint presentation in HTML format.
- Publish a presentation to the Web.
- Create a photo album.

## Sample Exam Questions

1. A chart can be placed on a separate sheet in a workbook.
  - A. True
  - B. False
2. A pie chart can include only one series of data.
  - A. True
  - B. False
3. A non-adjacent data series cannot be added to a chart.
  - A. True
  - B. False
4. Which type of chart would best illustrate each department's sales as a percentage of the overall store sales?
  - A. bar
  - B. line
  - C. pie
  - D. area
5. A chart is sized proportionately by dragging
  - A. the middle right handle.
  - B. a corner handle.
  - C. the middle left handle.
  - D. the top middle handle.
6. Related fields must have the same field name.
  - A. True
  - B. False
7. A select query limits the data displayed to that which meets certain criteria.
  - A. True
  - B. False
8. The criteria >C in the **FirstName** field queries names that come before the letter C.
  - A. True
  - B. False

9. Table relationships are shown in
- A. a form.
  - B. the Relationship Wizard.
  - C. a subdatasheet.
  - D. the Relationships window.
10. A select query is modified
- A. in **Modify** view.
  - B. in **Datasheet** view.
  - C. in **Design** view.
  - D. by clicking the **Relationships** buttons.
11. A PowerPoint presentation can be played in a continuous loop.
- A. True
  - B. False
12. To have items in a bulleted list appear one by one during a slide show, apply
- A. a slide transition.
  - B. animation.
  - C. a slow slide speed.
  - D. a design template.
13. The way one slide changes to the next in **Slide Show** view is called the
- A. slide transition.
  - B. slide footer.
  - C. slide number.
  - D. animation.
14. Web site addresses typed in a slide are automatically formatted as
- A. blue and underlined.
  - B. purple and underlined.
  - C. yellow and bold.
  - D. blue and bold.
15. Which file extension is used when a presentation is saved as a Web page?
- A. .htm
  - B. .ppt
  - C. .web
  - D. .mht

## Sample Exam Answer Key

1. A

2. A

3. B

4. C

5. B

6. B

7. A

8. B

9. D

10. C

11. A

12. B

13. A

14. A

15. D