

## PC Applications Challenge Exam Information sheet for Office 2010

Thank you for your interest in “testing out” of PC Applications. There are a few things you need to know before making the decision to take the Challenge Exam:

- You must be a matriculated student (i.e. officially enrolled in a program at NHTI)
- You cannot take the exam if you have failed the NHTI PC Applications course (IT102) in the past
- The exam fee is \$75 (not reimbursed if you fail the exam)
- The exam grade will be a P (pass) or NP (no pass), so it will not affect your GPA
- If you pass, you will receive the 3 credits for the PC Applications course and will meet the graduation requirement. The credits received through a “credit-by-exam” are rarely transferable to another college
- If you are currently enrolled in a PC Applications class, the exam must be taken within 2 weeks of your first class meeting. If you pass the exam, the class will be removed from your schedule. This may cause you to fall below full time status (12+ credits in a semester), so you may need to add a class to your schedule.
- If you are not currently enrolled in a PC Applications class, you can take the exam any time.

Currently the Challenge Exam consists of 3 exams in these subjects:

Microsoft Word 2010

Microsoft PowerPoint 2010

Microsoft Excel 2010

You have to pass each exam with a **70%** to receive a Pass grade for the Challenge Exam.

If, after reading all this, you are still interested in taking the exam, continue to the next page to see the Review list. This will give you an idea of what will be on the exam.

If, after reading the Review list, you are still interested in taking the exam, send me a Justification email. This is 2 paragraphs that explain why you feel you are prepared to take this exam. Listing other courses, work experience, and completed projects should be included.

# IT102 Challenge Exam Review List

## **COMMON OFFICE SKILLS (used in PowerPoint, Word, & Excel)**

Enter text

Correct errors

Bold, underline, italics

Change font and font size

Cut/copy & paste (collect & paste)

Text alignments

Using Format Painter

Add a header or footer

Inserting a hyperlink to the Internet

Inserting and formatting a text box

Insert and move ClipArt images and pictures (using text wrap and picture styles)

## **WORD 2010**

Add bullets/numbers to a list

Change margins

Change line spacing

Insert citations using APA style

Insert a Works Cited/Bibliography page

Add page numbers

Insert hard page break

Find and replace

Inserting SmartArt graphic or chart

Mail Merge to create labels using records from a Word table or Excel worksheet

Print document and labels

## **POWERPOINT 2010**

Typing text on a slide at first or second level bullets (topic & sub-topic)

Insert slides with different layouts

Delete or move slides within a presentation

Change bullet symbol

Rearrange items on a slide (move bulleted items)

Change slide background color or style

Inserting WordArt

Insert SmartArt graphics

Insert a table

Use the PowerPoint chart feature to insert a chart

Insert a hyperlink on a picture or selected text

Format the slides with a theme

Hide background graphic from a slide

Apply animations (entrance effects)

Apply transitions to slides

Print handouts, outline, notes pages

## **EXCEL 2010**

Understand Excel vocabulary – column, row, cell, formula, function, sheet, chart

Calculate basic, “everyday” math problems using mathematical operators (+, -, \*, /) and cell references

Naming and changing color of sheet tabs

Apply number formatting (Accounting, comma, percent, adjust decimal places)

Adjust cell alignments (left, right, center, wrap text, vertically align)

Merge & center a worksheet title above the data

Adjusting columns widths or row heights

Insert and delete rows and columns

Inserting worksheet

Apply “totals” borders under column data (to separate data from total)

Fill cell with color

Set page orientation to portrait or landscape

Changing margins and other page layouts to make a sheet fit on 1 page

Printing selection, active sheet, workbook

Know these basic functions (when and how to use it) –

SUM, Average, MIN, MAX

Copying formulas or functions using the Autofill feature

Using absolute reference in formulas

Create a line, pie, bar, or column chart including

- a chart title, x and y axis labels, data labels (labels on pie pieces or columns/bars), legend, chart style

- how to place the chart with the worksheet or on a separate sheet. To place on a separate sheet, use the Move Chart button (not cut and paste).

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Once you've sent me your Justification email, I will reply to you by either approving your justification or explaining why I don't think you're ready to take the test.

When you're approved:

- I will send you the Credit by Exam form
- This form needs 3 signatures -- your department head, my department head (Tom Laurie, Farnum Hall), and mine (Farnum Hall)
- When you come to my office to get my signature, we'll set a date/time for the exam (the exam takes approx. 2 – 3 hours, time limit of 4 hours)
- Once the form has been signed, pay your \$75 fee to the Bursar's office (they will sign the form also)
- Bring the form with you when you take the exam.

If you have questions on any of this, please email me at [dremillard@ccsnh.edu](mailto:dremillard@ccsnh.edu) or call me at 271-6925.

Good Luck!!

Debbi Remillard

*PC Applications Coordinator, IT Department*