

FINAL EXAM STUDY GUIDE

Word Test:

1. Center, Bold, Italics, Underline, change word size
2. Insert Date (You do not know the date)
3. Reference Footnotes
4. Bullets
5. Double spaced lines
6. Page number in the center of footer
7. Page Breaks
8. Insert Picture
9. Set up tab markers

Excel Test:

1. Center across selection and wrap text
2. Bold and center and right justified
3. Integer Currency, ex \$5 not \$5.00
4. Choose your own Color (Background and font)
5. Calculations. (Formulas will not be provided)
6. Pie chart (Highlight will be provided)
7. Bar chart (Highlight will be provided)

Power Point

1. Choose designated Design Template
2. Type your name in the footer
3. Add more slides
4. Bullets
5. Copy and Paste Pie Chart and Bar Chart from Excel Test
6. Add Custom Animation

Written Test

1. What does each device do? For example, Input Device is accepting data and statements from user. How about CPU, Output Device, and memory / secondary storage?
2. Identify what is hardware and what is software, for example, CPU is hardware and OS is software.
3. Size of storage (Match Column 1 with Column 2), for example, 1 MB is about one million bytes.
4. What is information processing cycle? (How computers get information and process it?)
5. Identify the difference between operating system and application software.
6. Know when to use Microsoft Word, Excel, Access, PowerPoint, FrontPage, and GIS.
7. Capability of read/write/erase on different types of optical disks
8. What are Network and Internet? (Know the terms of server, URL, ISP, e-commerce, web browser)
9. You will have problems like match two columns, multiple choices and fill in the blanks

Municipal Office Procedure Study Guide For Test

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Resources in Education ,1997-07 *Municipal Reference Library Notes* ,1922 **Municipal Reference Library**
Notes New York Public Library. Municipal Reference Library,1922 *The Essential Guide to Primary Care Procedures* E. J. Mayeaux,2012-03-28 Featuring over 1 300 full color illustrations this atlas is a comprehensive hands on guide to more than 100 medical procedures most commonly performed in an office setting The book presents step by step instructions and illustrations for each procedure and discusses strategies for avoiding common pitfalls Each chapter includes ordering information for necessary equipment or supplies CPT codes ICD 9 codes global periods and average U S fees for each procedure Some chapters also refer the practitioner to patient education handouts that will appear online A companion Website will offer the fully searchable text over 100 patient education handouts and videos of ten common procedures
Notes - Municipal Reference and Research Center Municipal Reference and Research Center (New York, N.Y.),1920
Bulletin - Bureau of Education United States. Bureau of Education,1937 *General Test Guide for Civil Service Jobs* Arco Publishing Company,1949 *Business Methods in Municipal Works* Philadelphia (Pa.). Department of Public Works,1913 **Michigan Municipal Review** ,1928 Police-community Relations in the City of Wichita and Sedgwick County United States Commission on Civil Rights. Kansas Advisory Committee,1980 **Sergeant (New York City Police Department)** ... Arco Publishing Company,1952 **Annals of Collective Economy** ,1927 Includes 1954 1963 reports of the International Collective Economy Conference varies *Annalen der Gemeinwirtschaft* ,1928 1954 include reports of the 1st International Collective Economy Conference conference name varies **Marketing Information Guide** ,1961
Notes ,1922 Prison Keeper Examination Instruction, New York City, New York State and New Jersey ,1917
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