

## **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

# Exam Study Guide

**Psb Health Occupations Exam Prep  
Team, Trivium Test Prep**

## **Exam Study Guide:**

**Series 7 Study Guide** Series 7 Exam Prep Team, Trivium Test Prep, 2017-04-13 The best way to prepare for any exam is to practice but only if the practice questions are worthwhile You don't want to waste time and money retaking an exam You want to accelerate your education not miss opportunities for starting your future career Every year thousands of people think that they are ready for the Series 7 test but realize too late when they get their score back that they were not ready at all There are a variety of methods to prepare for the Series 7 License test and they get a variety of results Trivium Test Prep's 500 question practice exam provides the information, secrets, and confidence needed to get you the score you need the first time around on the Series 7 Losing points on the Series 7 exam can cost you precious time, money, and effort that you shouldn't have to spend What is in the book You get 500 fully explained example questions to ensure that you master the material It's like real time study guide as you practice to help lock in the necessary information Why spend days or even weeks reading through meaningless junk trying to sort out the helpful information from the fluff We give you everything you need to know in a concise, comprehensive, and effective package

**Firefighter Written Exam Study Guide** Arthur R. Couvillon, 1993 360 page book with eleven chapters containing over 3000 selections of information and questions along with the answers that all Firefighter Candidates should know when preparing for ENTRANCE LEVEL Fire Service WRITTEN EXAMS TOPICS INCLUDED types of exams and questions general aptitude spelling grammar reading comprehension science math arithmetic mechanical comprehension and much more

**Fire Captain Written Exam Study Guide** Arthur R. Couvillon, 1993 320 page book with eleven chapters containing over 3000 selections of information that all Firefighters should know This book is designed to assist Firefighters prepare for the FIRE CAPTAIN LIEUTENANT promotional WRITTEN EXAM Topics included fire administration leadership management fire prevention fire behavior hazardous materials fire fighting as well as a 100 question practice exam and much more

**Plumber's Exam Preparation Guide** Howard C. Massey, 1985 Hundreds of questions and answers to help you pass the apprentice journeyman or master plumber's exam Questions are in the style of the actual exam The best way to prepare yourself for examination day

**The Licensing Exam Review Guide in Nursing Home Administration** James Elmore Allen, 2008 Praise for a previous edition Serves as an excellent study guide for students or as a source of course examination questions for the instructor The author has skillfully taken the format of the National Association of the Boards of Examiners of Nursing Home Administrators and utilized them as a basis for this text Journal of Health Administration Education This revised and updated study guide is based on the same format as the actual exam and provides an easy to use, effective way to review essential concepts and practice test taking skills Serving as the key companion to Nursing Home Administration 5th Edition Springer Publishing 2008 this up to the minute guide reflects the latest changes in the domains of practice for nursing home administrators The Guide features Over 800 test questions Over 1000 Key terms and concepts

**OT Exam Review Manual** Karen Sladyk, 2005 Are you a student preparing for the NBCOT

exam Looking for only one study guide to help you prepare for this important day Wondering what thousands of your peers and fellow students have relied on for their studying needs The answer is the OT Exam Review Manual now available in a completely updated and revised fourth edition This invaluable study tool is designed to guide students through the studying process from start to finish With a redesigned question format to match the NBCOT exam more questions and an on line testing component this fourth edition is a study guide that inspires critical thinking Karen Sladyk and her co authors incorporate domain task and knowledge style questions as a way to prepare students for the pace of the NBCOT exam This collection of questions enables students to think logically for the answers not just practice for the exam The OT Exam Review Manual Fourth Edition also includes an on line testing component With 350 questions 150 more than the software included with the previous edition students are able to maximize their computer testing skills and assists with integrated learning Covering topics such as study habits content outlines fieldwork and waiting for results the OT Exam Review Manual Fourth Edition is the most current and extensive review on the market for occupational therapy students Features Contains 600 questions 50 more than the previous edition Redesigned question format to match new NBCOT exam Includes a new user friendly on line testing component incorporating questions from the book Worksheets time organizers and a recommended reading list

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**Wiley CPA Examination Review Fast Track Study Guide** Joe Ben Hoyle, 2001-08-27 The absolute essentials to passing the CPA exam for the 120 000 candidates who take the test each year This tightly focused study guide cuts away all the excess information to simply give CPA candidates what they need to know now Presenting the absolute key points and precise steps to take in preparing for the CPA exam The Wiley CPA Examination Review Fast Track Study Guide includes sample questions and solutions that will help CPA candidates master the CPA exam Wiley CPA Examination Review Fast Track Study Guide includes test taking strategies tips and techniques to help improve the test takers skills as well as highlighted key words and a detailed index for each section This Second Edition has been completely updated to include GASB 34 35 and the newly released FASBs Topics are cross referenced to the Wiley CPA Examination Review 44 modules Joe Ben Hoyle Richmond VA is Chair of the Accounting Department at the Robins School of Business at the University of Richmond He is the President of Hoyle CPA a successful layout CPA review course in the state of Virginia

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