# Information Sheet for the UNIV 200 Advance Credit Examination
*(Revised: 03/13/14)*

This information sheet outlines the 'rules' for eligibility to take the UNIV 200 Advance Credit Examination and provides a listing of self-assessment items to help students to determine whether or not they are prepared for an examination of this nature. Any student who expresses interest in taking this examination should carefully review this information sheet.

## What is the UNIV 200 Advance Credit Exam?

A proficiency test composed of 5 parts: Microsoft Word 2010; Microsoft Excel 2010; Microsoft Access 2010; Microsoft PowerPoint 2010; and Information Literacy. *In order to pass this exam and receive credit for UNIV 200, you must earn a 70% or better on <u>each</u> of the 5 parts of the exam.*

## Am I eligible to take the UNIV 200 Advance Credit Exam?

- You are <u>not eligible if</u> you have registered for UNIV 200, BSAT 205, CMPS 300, 301, 302, 303 in a previous semester
- You are <u>not eligible if</u> you have ever taken or attempted to take this Advance Credit Exam in the past.

## What textbook is being used for UNIV 200?

No textbook is required; however, some students work better with printed materials and may choose to purchase the textbook listed below. Please be aware that this information is available within the SimNet program and can be printed. Therefore, ***purchase of the book is optional***.

- *Microsoft® Office 2010, A Skills Approach*, McGraw Hill Publishing, by Cheri Manning, Catherine Manning Swinson – Triad Interactive, Inc. ISBN Number – 978-0-07-351647-9

## What is the time limit for the UNIV 200 Advance Credit Exam?

You have a three hour time limit for the advance credit exam.

## Should I take the UNIV 200 Advance Credit Exam?

You are the only one who can make that decision. See information on subsequent pages to help you make this decision.

## What is the procedure for signing up to take the exam?

The UNIV 200 advance credit examination is scheduled **for Wednesday, August 20, 2014 from 1:00pm - 4:00 pm in Conference Center, Room 154**. **Pre-registration (Step 5 below) is required to take the exam.**

All students who intend to take the UNIV 200 advance credit examination should do the following prior to the exam:

1. Obtain a credit exam form from either the Registrar's Office (Martin Hall) or Ms. Erika Herring in Room 222-B James R. Oliver Hall.
2. Have Dr. Michael Totaro (Informatics Program Coordinator) sign the form. His office is in Martin Hall Room 212. (NOTE: The forms obtained in Oliver Hall will already have Dr. Totaro's signature.)
3. Have Student's Academic Dean sign the form.
4. Have Dr. Azmy Ackleh, Dean of the Ray P. Authement College of Sciences, sign the form. His office is in Martin Hall Room 219.
5. Take the form to Cashiers Office in Lafayette Hall to pay the required $100.00 fee.
6. Bring the completed form stamped PAID to Room 222-B Oliver Hall **NO LATER THAN ONE (1) WEEK PRIOR TO THE TEST DATE** and sign up on the UNIV 200 Test Out sheet. This is needed to: (a) verify eligibility for the test and; (b) set up an account in the SimNet Online program before the test can be administered.

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**How can students prepare for the course?**

Students can go to **louisiana.simnetonline.com** to get a copy of the free 21-day trial. *NOTE: There is no "www" in this website address.*

To activate a new account with a trial account from the SimNet home page, click the "I have a registration code "button, and follow the registration steps. *This option will become available starting August 15, 2014.*

**When registering your account please use your ULL CLID as both your Username and Student ID. Enter your name as it appears in ULink.**

On Step 4, where the student would normally enter his or her registration code, there is an option to activate the free trial account instead. Select this option.

If the student already has a username and password, he or she can log in to SimNet. If the student has not yet entered a registration code, the Add Product License window opens automatically. From this window, the student can select the option to activate a free 21-day trial account.

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**Below are some self-assessment items that may help you with your decision about whether or not you should take the Advance Credit Examination. Please note that students must earn a 70% or better on each of the 5 parts of the examination in order to pass and receive UNIV 200 credit.**

**Disclaimer:** *The following is <u>not</u> a comprehensive listing of topics to be included on the examination <u>nor</u> is it a study guide. This is merely a list of topics which may be tested.*

1. When using **Microsoft Word 2010**, I am able to:
   - Insert and edit text, symbols, and special characters
   - Navigate to specific content
   - Use the thesaurus to look up synonyms and antonyms
   - Insert, position, and size graphics
   - Create and modify tables
   - Create and modify charts
   - Create and manage lists (bulleted and numbered); create an outline using a multilevel list
   - Insert and modify content in headers and footers; establish different headers or footers for the first, odd, or even pages in the same document
   - Modify document layout and page setup
   - Insert, view, and edit comments
   - Use the find, replace, and go to commands
   - Use the Format Font command to change the font and/or type size
   - Use the Format Paragraph command to change line spacing, alignment, tabs, and indents and to control pagination
   - Use the Borders and Shading command to box and shade text
   - Use the Page Setup command to change the margins and/orientation, document's overall appearance, etc.
   - Enter and edit text in columns; change the column structure of a document through section formatting
   - Format characters and paragraphs; work with tabs, indents, margins, lists, breaks, spacing
   - Use AutoCorrect and Help tools
   - Insert symbols

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- Insert and edit WordArt and ClipArt images
- Use the drawing toolbar to create and modify lines or objects
- Download resources from the Internet for inclusion in a Word document; insert a footnote or an endnote into a document to cite a reference
- Insert and modify hyperlinks
- Understand and use Mail Merge
- Use wizards and templates
- Work with long documents: page numbers, headers and footers, sections, table of contents, creating an index
- Use split view
- Use equations
- Track changes
- Customize formatting
- Work with custom styles
- Modify pictures in a document
- Create customized graphic elements

2. When using **Microsoft Excel 2010,** I am able to:
    - Understand the appropriate applications of spreadsheets
    - Understand the design and development process of a spreadsheet
    - Create a basic worksheet
    - Modify a worksheet
    - Perform simple calculations
    - Format a worksheet
    - Develop a workbook (i.e., multiple spreadsheets in a single file)
    - Customize the layout of the spreadsheet window
    - Distinguish between a formula and a constant; understand the use of a predefined function within a formula
    - Print the contents of a workbook
    - Print a worksheet to show either the displayed values or the cell contents
    - Create and apply templates
    - Work with graphic objects
    - Sort and filter data
    - Work with large spreadsheets: freezing panes, hiding rows and columns, AutoFilter command
    - Format a worksheet to include boldface, italics, shading, and borders; change the font and/or alignment of a selected entry
    - Import data from a Web query into an Excel workbook; explain how to refresh the query to obtain current information
    - Be aware of the pitfalls of spreadsheets and charts
    - Identify cell ranges
    - Use the fill handle to copy a cell formula to a range of adjacent cells
    - Insert a hyperlink into an Excel worksheet
    - Insert comments
    - Describe the basic principles of formulas, including order of precedence
    - Understand the difference between absolute and relative cell addresses/formulas
    - Use absolute and relative cell references where appropriate in complex functions
    - Perform basic arithmetic and algebraic calculations within a spreadsheet using cell addresses and formulas
    - Use statistical functions
    - Use AVG, MIN, MAX, COUNT, and SUM functions
    - Use the Today () function
    - Use the IF, PMT, FV and VLOOKUP functions in spreadsheets
    - Identify arguments associated with functions
    - Enter data into a new or existing spreadsheet
    - Format the layout of a spreadsheet (e.g. row widths, column heights)
    - Format Cells:  alignment, fonts, borders, patterns and shading

- Use Help tools
- Sort lists
- Insert and delete columns, rows, and cells within a spreadsheet
- Work with large spreadsheets: freezing panes, hiding rows and columns, AutoFilter command
- Create, modify, and position charts based on worksheet data
- Distinguish between the different types of charts
- Identify appropriate chart types for existing data
- Use the Chart Wizard to create and/or modify charts
- Create a compound document consisting of a word processing memo, a worksheet, and a chart

3. When using **Microsoft Access 2010**, I am able to:
   - Enter data into a pre-existing database
   - Understand the design process of a database
   - Follow the steps required to properly design a simple database
   - Describe the data types and proprieties available within Access and the purpose of each
   - Use the Table, Query, Form, and Report Wizards
   - Set the primary key for a table
   - Create and modify tables
   - Create a new database with a single table
   - Manage existing data in a database
   - Control data entry by modifying the design of a table to streamline data entry and maintain data integrity
   - Distinguish between a bound control, an unbound control, and a calculated control
   - Understand the difference between design view and datasheet view
   - Enter, edit, and delete records
   - Find and move among records
   - Sort records
   - Filter records
   - Create pivot tables and pivot charts
   - Define, modify, add and delete fields
   - Define and modify field types
   - Modify field properties
   - Manage the data in a database. Examine existing table relationships
   - Find and retrieve desired data by using filters and joins between tables and within a single table
   - Remove duplicate records
   - Use the relationships window to create and modify one-to-many relationships
   - Use simple queries of a database
   - Create and modify queries
   - Query the database (using Query Wizard)
   - Use multiple criteria rows within the design grid to implement AND OR conditions in a query
   - Create and modify a multiple-table select query
   - Use aggregate functions to create a totals query
   - Create forms
   - Design simple forms (using Form Wizard)
   - Add and modify form controls and properties
   - Print specific records in a form
   - Create reports
   - Create and modify basic reports (using Report Wizard)
   - Add and modify report control properties
   - Print a certain page within a report

4.  When using **Microsoft PowerPoint 2010**, I am able to:
    -   Create new presentations from templates
    -   Open, modify, and view an existing presentation
    -   Print a presentation in various ways
    -   Understand and know the different views of PowerPoint; describe the unique features of each view
    -   Use the outline to create and edit the text of a presentation; expand and collapse slides within an outline
    -   Add a new slide to a presentation; explain how tot change the layout of the objects on an existing slide
    -   Use the Microsoft Media Gallery to add and/or change the clip art on a slide; use the Drawing toolbar to modify existing clip art.
    -   Apply a design template to a new presentation; change the template in an existing presentation
    -   Add transition effects to the slides in a presentation; apply custom animation effects to the objects on a slide
    -   Insert, edit, and format text-based content
    -   Insert tables, charts, and diagrams
    -   Insert and format pictures, shapes, and graphics
    -   Insert objects
    -   Format slides
    -   Apply animation schemes
    -   Apply slide transitions
    -   Work with masters in formatting a presentation; modify the master
    -   Add, edit, and delete comments in a presentation
    -   Use Microsoft WordArt to insert a WordArt object into a presentation
    -   Distinguish between linking and embedding; link or embed Excel charts and Word tables into a presentation
    -   Add a table to a PowerPoint slide
    -   Add headers and footers to slides and/or audience handouts
    -   Import a Word outline as the basis for a PowerPoint presentation; export a PowerPoint Presentation as a Word document
    -   Create a presentation using the AutoContent Wizard; modify the template of an existing presentation by changing its color scheme and/or background shading.
    -   Insert a hyperlink into a PowerPoint presentation
    -   Customize a presentation
    -   Learn appropriate sound
    -   Create notes and handouts
    -   Prepare and deliver a presentation

5.  Information Literacy portion
    Common skills
    -   Backup files
    -   Scan and defrag
    -   Organize folders
    -   Compress folders
    -   Modify default preferences in applications
    -   Use templates
    -   Update files in conjunction with multiple applications (i.e. chart in Word with chart in Excel)
    -   Use spell/grammar/thesaurus tools
    -   Format text
    -   Insert symbols and special characters
    -   Use find and replace
    -   Use wizards
    -   Download and install applications
    -   PC security (antivirus, spyware, firewalls, scanning & updating)
    -   Distinguish between linking and embedding
    -   Create and insert URLs/hyperlinks
    -   Use print commands

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Email
- Write/compose message
- Attach files/documents
- Use Reply/reply to all/reply to listservs
- Consider audience

Learning Management System (i.e. Moodle)
- Post
- Reply
- Use discussion threads
- Create announcements
- Upload files
- Use of folders
- In line submission

Information Literacy
- Determine the extent of information needed
- Access the needed information effectively and efficiently
- Evaluate information and its sources critically
- Incorporate selected information into one's knowledge base
- Use information effectively to accomplish a specific purpose
- Understand the economic, legal, and social issues surrounding the use of information, and access and use information ethically and legally