

Computer Literacy Exam Information and Study Guide

The Computer Literacy Exam consists of two parts: an objective assessment and a hands-on assessment of Microsoft Office 2007 skills. The objective assessment consists of multiple choice questions. The objective segment tests the student's knowledge of Microsoft applications that include: Word, Excel, PowerPoint, and Access. The hands-on segment consists of four sections:

- **WORD:** Student will complete one or more documents utilizing Microsoft Word 2007.
- **EXCEL:** Student will complete a spreadsheet and chart utilizing Microsoft Excel 2007.
- **POWERPOINT:** Student will construct a slide show utilizing Microsoft PowerPoint 2007.
- **ACCESS:** Student will create a database, query, and report utilizing Microsoft Access 2007.

After completing both portions of the exam, the student will receive the results within **15 school days**.

The student is allowed four (4) hours for the total exam. If a student prefers, due to schedule conflicts, the test may be scheduled in two segments: a one (1) hour segment for the objective assessment and a three (3) hour segment for the hands-on assessment. **Testing arrangements must be made before the student begins the exam and may not be changed once the student has started the test.** In other words, a student may not sign up for a four-hour segment and then decide during the test time that he/she prefers to complete the hands-on segment of the test at a later time. Schedule an appointment by calling the Learning Assistance Center, Tutoring and Testing at 329-3876 or 3870.

If you are waiving the requirement, the fee for the test must be paid as follows: 1) when you call to make the appointment, a \$15 non-refundable, non-transferable administration fee to secure the appointment and 2) \$30 on the date of the test. If you are taking the test for credit, 1) pay a \$15 non-refundable, non-transferable administration fee to secure the appointment and 2) 40% of tuition for 3 credit hours prior to taking the test. Please arrive at the Learning Assistance Center a little early to allow time for processing paperwork.

In order to show eligibility to take the Computer Literacy exam, all UIW students must process a *Request for Credit by Exam* form through their advisor and the Assistant Registrar. Any students wanting credit hours must also process the *Application to Challenge* form. AD/CaP students should process the *Request for Credit by Examination* (to waive or for credit) and the *Application for Challenge Exam* (for credit) through their advisor and the Assistant Registrar for AD/CaP. On the day of the test, the student must bring the yellow copy of the approved *Request for Credit by Exam*, the *Application to Challenge* (if applicable), and the receipt of payment for the administration fee and the test. **The test will not be administered without these documents.**

NOTE: The test may only be taken once. Students who register for and complete the Competency Exam are not allowed to then challenge the Computer Literacy Course for credit. Students wishing to challenge any course for credit must first register with the Registrar's office and pay the appropriate fees for challenging a course.

This study guide includes the course content of a basic Computer Literacy course. Before registering for the test, students should review the study guide. The test will assess the student's knowledge of this material. A student must pass each segment of the test with a 70% or better to be considered to have satisfied the University of the Incarnate Word's requirement for computer literacy and be allowed to waive the requirement of a computer literacy course.

The following texts are recommended references for review purposes:

Microsoft Office 2007, Volume 1, Volume 1, Third Edition, Grauer, et al. Prentice Hall, Upper Saddle River, NJ, Columbus, OH

Study Guide For Computer Literacy Exam

Sabine Zange



Study Guide For Computer Literacy Exam:

Practical Computer Literacy and Interactive Study Guide 2 CD Set June Jamrich Parsons, Dan Oja, 2009-07-28 Make sure you have everything you need to study for and pass the IC3 exams and become a confident computer user This 2CD set contains the robust Practical Computer Literacy 2nd Edition BookOnCD and the Practical Computer Literacy 2nd Edition Study Guide Companion CD The BookOnCD contains all of the content found in the printed textbook in addition to screen tours animations and quizzes The Practical Computer Literacy 2nd Edition Study Guide Companion CD simulates the IC3 exam with autograding quizzes exam objectives and page remediations Computer Literacy/Data Processing National Learning Corporation, 2020-03-15 **Computer Literacy BASICS** Connie Morrison, Dolores Wells, 2012-03-02 Bring your computer literacy course back to the BASICS COMPUTER LITERACY BASICS A COMPREHENSIVE GUIDE TO IC3 provides an introduction to computer concepts and skills which maps to the newest Computing Core Certification IC3 standards Designed with new learners in mind this text covers Computing Fundamentals Key Applications and Living Online everything students need to pass the IC3 exam and finish the course as confident computer users Interactive Study Guide to Practical Computer Literacy June Jamrich Parsons, Dan Oja, 2009-07-01 The Study Guide Companion is a must have if you re studying for the IC3 exam This CD based study tool contains 20 quizzes that simulate the actual IC3 exam Additionally the CD includes animations that help you visualize important and difficult concepts and skills *Computer Literacy BASICS* Connie Morrison, Dolores Wells, 2012-09-20 Bring your computer literacy course back to the BASICS COMPUTER LITERACY BASICS A COMPREHENSIVE GUIDE TO IC3 provides an introduction to computer concepts and skills which maps to the newest Computing Core Certification IC3 standards Designed with new learners in mind this text covers Computing Fundamentals Key Applications and Living Online everything your students need to be prepared to pass the IC3 exam and finish the course as confident computer users Important Notice Media content referenced within the product description or the product text may not be available in the ebook version *Computer Literacy for IC3* John M. Preston, Robert Ferrett, Sally Preston, 2014-06-16 Written to provide all readers with an opportunity to learn and demonstrate computer and Internet literacy Computer Literacy for IC3 is written to align with a certification called Internet and Computing Core Certification IC3 This certification is for users who want to demonstrate the critical computer and Internet skills valued in today s academic and professional environments The Computer Literacy for IC3 text provides students with a broad understanding of the key components of computer literacy in order to prepare for the IC3 GS4 exam The latest editions are written to the Global Standard 4 GS4 the most current IC3 exam being offered This certification has 3 units Each of these units is available as a separate Computer Literacy for IC3 text Unit 1 Computing Fundamentals computer concepts Unit 2 Using Productivity Software Unit 3 Living Online the Internet Unit 2 Using Productivity Software Update to Office 2013 Windows 8 1 1 covers productivity software based on Microsoft R Office 2013 and Windows 8 1 1 including word processing

spreadsheets presentation software and databases Demonstrate Basic Computer Literacy : Study Guide Confederation College, Northern College, 1994 *Computer Literacy for IC3 Unit 3* John Preston, Sally Preston, Robert Ferrett, 2012-11-23

Written to provide all readers with an opportunity to learn and demonstrate computer and Internet literacy Computer Literacy for IC3 was written to align with a certification called Internet and Computing Core Certification IC3 This certification is for users who want to demonstrate critical computer and Internet skills valued in today's academic and professional environments The Computer Literacy for IC3 text is written to meet the certification standards and provide readers with a broad understanding of the key components of computer literacy in order to prepare for the exam This certification has 3 units Unit 1 Computing Fundamentals computer concepts Unit 2 Using Productivity Software Unit 3 Living Online the Internet Each of these units is available as a separate Computer Literacy for IC3 text This text contains Unit 3 Living Online covers basics of the Internet including networks email and the impact of computing on society The second edition of Computer Literacy for IC3 has been revised to keep up with the IC3 program's evolution which reflects the recent changes in computers and technology Instead of publishing one large comprehensive text the three units are now available as separate smaller texts Computer Literacy for IC3 Unit 2 John Preston, Robert Ferrett, Sally Preston, Professor of Philosophy John Preston, 2009

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Computer Literacy for IC3 Update for Windows 7 Robert Ferrett, John M. Preston, Sally Preston, 2011 For introductory courses in computer literacy Written to provide all students with an opportunity to learn and demonstrate computer and Internet literacy Computer Literacy for IC3 was written to align with a certification called Internet and Computing Core Certification IC3 This certification is for users who want to demonstrate critical computer and Internet skills valued in today's academic and professional environments The Computer Literacy for IC3 text is written to meet the certification standards and provide students with a broad understanding of the key components of computer literacy in order to prepare for the exam This is a one chapter supplement

Practical Computer Literacy June Jamrich Parsons, Dan Oja, 2009 PRACTICAL COMPUTER LITERACY Second Edition provides clear comprehensive instruction on the basics of computer literacy This convenient reader friendly text integrates computer concepts Microsoft Office 2007 applications and Internet essentials within a streamlined package that meets the latest IC3 and other computer literacy exam standards Concise lessons within each chapter usually one page in length are presented in an appealing Frequently Asked Questions format and include full color screenshots or diagrams Additionally the textbook comes with a robust BookOnCD which is a digital version of the textbook that brings the book to life with videos animated diagrams software tours and provides assessment opportunities via WebTrack technology

The Associate CET Examination Study Guide Electronics Technicians Association, 1996

Computer Literacy Basics, 2005

A concise Study Manual For NTET Examination Dr. Mukesh Kumar Bisen, 2024-06-23 A concise Study Manual For NTET Examination For pursuing career as Assistance Professor Associate Professor Professor in colleges of Indian System of Medicine i.e Ayurveda Unani Siddha As per NCISM Syllabus

Designing Computer-based Learning Materials Alan Clarke, 2001 Alan Clarke's book is a straightforward guide to the process and techniques of designing training and self development materials for delivery by computer It explores some of the fundamentals of learning design and answers critical questions such as how to choose and use appropriate communication styles understand the design and learning implications of different forms of computer based learning assess different programmes and materials use text colour graphics and screen layout combine different media to produce motivating and effective learning products and design effective on line learning materials

Multiliteracies for a Digital Age Stuart Selber, 2004-01-23 Just as the majority of books about computer literacy deal more with technological issues than with literacy issues most computer literacy programs overemphasize technical skills and fail to adequately prepare students for the writing and communications tasks in a technology driven era Multiliteracies for a Digital Age serves as a guide for

composition teachers to develop effective full scale computer literacy programs that are also professionally responsible by emphasizing different kinds of literacies and proposing methods for helping students move among them in strategic ways

Defining computer literacy as a domain of writing and communication Stuart A Selber addresses the questions that few other computer literacy texts consider What should a computer literate student be able to do What is required of literacy teachers to educate such a student How can functional computer literacy fit within the values of teaching writing and communication as a profession

Reimagining functional literacy in ways that speak to teachers of writing and communication he builds a framework for computer literacy instruction that blends functional critical and rhetorical concerns in the interest of social action and change

Multiliteracies for a Digital Age reviews the extensive literature on computer literacy and critiques it from a humanistic perspective This approach which will remain useful as new versions of computer hardware and software inevitably replace old versions helps to usher students into an understanding of the biases belief systems and politics inherent in technological contexts

Selber redefines rhetoric at the nexus of technology and literacy and argues that students should be prepared as authors of twenty first century texts that defy the established purview of English departments The result is a rich portrait of the ideal multiliterate student in a digital age and a social approach to computer literacy envisioned with the requirements for systemic change in mind

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