

## TestOut Study Guide for EIPT 3011 – Fall 2007

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In order to pass the TestOut for EIPT3011 you need to be able to do the following skills and complete 4 projects in 3 hours. You will be given scenarios in order to show that you can do the following skills in the following programs. In addition, you will be asked to demonstrate how change settings on a computer and how to use a USB drive to create and rename files and folders. The test will be taken on a Macintosh Computer.

You must pass the skills to the 90% level to test out of the class. You are encouraged to prepare for the testout and make sure you can do the following skills.

### Word:

Create a Word file demonstrating the following skills:

- Word Art and drawing objects.
- Grouping and ordering of objects and pictures.
- Formatted tables to display data including borders and shading.
- Pictures and picture formatting.
- Screen Capture
- Page break
- Textboxes
- Header and footers including page numbers.
- Margins
- Track Changes.
- Creating PDF's of the file.

### Power Point:

Create a power point demonstrating the following skills:

- Slide Layout and design.
- Textboxes
- Action buttons (linking to other slides and outside resources).
- Sound
- Slide transitions.
- Pictures and clipart.
- A formatted table.
- Slide background.
- Print both handouts and slides to PDF.

### Excel:

Create an excel workbook demonstrating the following skills:

- Use at least 5 functions with one of them being a logical function.
- Use a formula
- Format cells
  - So that everything fits.
  - So that you change the number of decimal places or type of displayed.
  - So it uses font and color in a pleasing and logical manner.
- Use both relative and absolute references in functions or formulas.
- Create a chart
  - The chart should be appropriate to the data
  - The axes should be labeled.
- Name a spreadsheet.
- Delete unused spreadsheets.
- Print a PDF where you have made the chart fit on one page and hand it in with the actual spreadsheet.

### Web:

Using the program NVU (available at <http://www.nvu.com>) create a simple web page that includes:

- Pictures.
- Links to websites.
- Links to files.
- Link to email.
- Formatted text (bolding, color, etc...)
- Having the files organized on a USB drive.