

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

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Mocktime Publication



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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

Resources in Education, 1998 *Study Guide for Fundamentals of Nursing E-Book* Barbara L. Yoost, Lynne R. Crawford, Patricia Castaldi, 2019-02-28 Coordinated chapter by chapter to the new second edition of Yoost and Crawford's Fundamentals of Nursing this engaging study tool encompasses a wealth of activities and features like case study questions study group challenges self review questions and more to keep your learning interactive meaningful and fun For chapters that include skills detailed and interactive skills checklists will be provided on the Fundamentals of Nursing Evolve website Answers to all questions will be included in the back of the study guide to help you assess your learning Chapter review questions include multiple choice matching true false completion image labelling and more Answers and detailed rationales are included at the end of the study guide Skills performance checklists located on the Evolve website in both interactive and printable formats have been updated to match the latest versions of skills NEW Updated content matches the updates in the new Fundamentals of Nursing 2nd Edition NEW Open ended self review questions include activities and guidance to help you make your study group time productive and fun NEW Preliminary readings refer you back to the relevant chapter in the main text *The Study Guide for the HR Knowledge Exams* Bob Delaney, Adv. Dpl., BA (Econ.), PME, Ian Turnbull, BA, MBA, 2022-11-17 THE Study Guide for the CHRP and CHRL exams in Ontario With 20 years of HR exam prep experience we have helped over 20 000 HR Professionals get certified We are Canada's original supplier of HR study guides specifically designed for the Ontario HR Certification Exams Our Study Guide has been reviewed and approved by numerous recognized Ontario institutions

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 [CCC Course on Computer Concepts - A Concise Guide](#) Mocktime Publication, 2023-03-25 CCC Course on Computer Concepts A Concise Guide Understanding the CCC Examination 1 Objective The CCC Course on Computer Concepts exam aims to test your knowledge of basic computer concepts and digital literacy 2 Syllabus Familiarize yourself with the syllabus which includes topics like computer fundamentals operating systems MS Office internet and email 3 Exam format The CCC exam is a one hour online test consisting of 100 multiple choice

questions MCQs 4 Passing criteria To pass the CCC exam you need to score a minimum of 50% marks II Creating a Study Plan 1 Analyze your strengths and weaknesses Identify topics you re comfortable with and areas that need improvement to allocate study time accordingly 2 Allocate study time Divide your study hours among all topics focusing more on areas where you need improvement 3 Set realistic goals Establish short term and long term goals for your CCC exam preparation to maintain motivation and track progress 4 Schedule breaks and relaxation Incorporate short breaks and relaxation time in your study plan to avoid burnout III Study Materials and Resources 1 CCC study material Obtain official CCC study materials including books e books and online resources to ensure you re using the correct and updated information 2 Online tutorials Explore online tutorials YouTube channels or blogs that provide in depth explanations and tips for CCC exam topics 3 Practice tests Take advantage of online practice tests or mock exams to familiarize yourself with the exam format and gauge your preparedness

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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 Documentation Abstracts ,1998

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