COMPUTER SKILLS PLACEMENT

TEST QUESTIONS

MS OFFICE 2010/WINDOWS 7

CPS Assessment Test Questions/Answers

DCCCD

The Computer Skills Placement Test (CSP) is designed to assess the computer literacy skills that you need to be successful in your college career. It consists of a total of 60 questions over six areas (10 questions per area):

- Basic Concepts
- File Management
- Information and Communication
- Spreadsheets—Excel
- Presentations—PowerPoint
- Word Processing—Word

You will have 70 minutes to complete the CSP. The sample questions below are similar to those you may see on the CSP. There are a combination of multiple choice and **"click on the screen"** questions. Take a moment to review these questions and familiarize yourself with the Microsoft Office 2010 software (Excel, PowerPoint and Word).

It is important to be aware that although there may be more than one way to accomplish a task in the Office products, each question is asking for one specific method. Pay particular attention to the toolbars and their contents, and read the questions carefully. Answers to these questions are located at the end of this document.

BASIC CONCEPTS OF INFORMATION TECHNOLOGY

0 = No Knowledge 1 = Limited Knowledge 2 = Knowledgeable

Know factors impacting computer performance	0 🗆	1 🗆	2 🗆
Describe the functions of an operating system	0 🗆	1 🗆	2 🗆
Name some operating systems	0 🗆	1 🗆	2 🗆
Name common software applications and uses	0 🗆	1 🗆	2 🗆
 Understand benefits of backing up data and/or software to a removable storage device 	0 🗆	1 🗆	2 🗆
Identify major hardware components	0 🗆	1 🗆	2 🗆
 Familiar with basic computer copyright laws and security issues 	0 🗆	1 🗆	2 🗆

BASIC CONCEPTS OF INFORMATION TECHNOLOGY

QUESTION 1:

Basic Concepts - What does the acronym LAN refer to?

O A screen standard

O A computer network

O A programming language

○ A type of memory

QUESTION 2:

Basic Concepts - You are allowed to make a copy of a copyright protected computer program:

Always
When making a backup
For sales purposes
Only if the copy is to be distributed free of charge

QUESTION 3:

Basic Concepts - How many kilobytes are equivalent to one megabyte?

O About 100	
O About 1,000	
O About 10,000	
O About 1,000,000	

QUESTION 4:

Basic Concepts - What parameter is used to specify data transfer speed?



File Management

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Change the computer's desktop configuration	0 🗆 1 🗆 2 🗆
 Understand how an operating system shows drives, 	
folders, files in a hierarchical structure	0 🗆 1 🗆 2 🗆
Create a directory/folder and sub-directory/sub-folder	0 🗆 1 🗆 2 🗆
 Know what a virus is and its possible effects 	0 🗆 1 🗆 2 🗆
Recognize common file types	0 🗆 1 🗆 2 🗆

QUESTION 1:

File Management - Look at the image below. Where can you click ONCE to automatically sort the files from smallest to largest? Indicate your answer by clicking on the picture.

organize 💌 Include in library	✓ Share with ✓ Burn New folder			855	• 🗔	
🗧 Favorites	A Name	Date modified	Туре	Size		
🧮 Desktop	1033	6/5/2012 9:50 PM	File folder			
📕 Downloads	AUTHZAX.DLL	1/9/2010 8:37 PM	Application extens	68 KB		
🔛 Recent Places	BCSLaunch.dll	2/28/2010 1:16 AM	Application extens	69 KB		
	Custom.propdesc	6/30/2008 1:42 AM	PROPDESC File	2 KB		
🗃 Libraries	IEAWSDC.DLL	1/9/2010 8:34 PM	Application extens	237 KB		
Documents	MAPISHELL.DLL	3/22/2010 9:36 PM	Application extens	285 KB		
J Music	😑 📄 Mso Example Setup File A	8/13/2006 4:51 PM	Text Document	1 KB		
E Pictures	MSOHEV.DLL	1/9/2010 8:21 PM	Application extens	95 KB		
Videos	MSOHEVI.DLL	1/9/2010 8:21 PM	Application extens	76 KB		
	MSOHTMED	1/10/2010 6:48 PM	Application	86 KB		
🕹 Homegroup	NAMEEXT.DLL	1/9/2010 11:46 PM	Application extens	153 KB		
	NPAUTHZ.DLL	1/9/2010 8:38 PM	Application extens	18 KB		
📮 Computer	S OLKFSTUB.DLL	3/22/2010 9:36 PM	Application extens	254 KB		
🏭 TI106321W0B (C:)	ONBttnIE.dll	2/28/2010 6:04 AM	Application extens	785 KB		
	ONBttnIELinkedNotes.dll	2/28/2010 6:04 AM	Application extens	581 KB		
📮 Network	- NFILTER.DLL	3/30/2010 8:35 AM	Application extens	1,547 KB		

QUESTION 2:

File Management - Where you would find programs such as Notepad and Calculator?

Indicate your answer by clicking on the picture.



QUESTION 3:

File Management - Which icon represents a compressed file? Indicate your answer by clicking on the picture.



QUESTION 4:

File Management - You want to copy the 'Documents' and 'Work' folders to save them on another drive. Which key should you use in combination with the mouse in order to select both folders?



INFORMATION & COMMUNICATIONS

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Internet

 Open (and close) a Web browsing application 	0 🗆 1 🗆 2 🗆
Change the Web browser Home Page/Start Page	0 🗆 1 🗆 2 🗆
Refresh a Web page	0 🗆 1 🗆 2 🗆
 Display, hide images on a Web page 	0 🗆 1 🗆 2 🗆
Bookmark a Web page	0 🗆 1 🗆 2 🗆
Activate a hyperlink/image link	0 🗆 1 🗆 2 🗆
Select a specific search engine	0 🗆 1 🗆 2 🗆
 Knows how to prevent unauthorized access to a PC 	0 🗆 1 🗆 2 🗆

Email

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Open one, several mail messages	0 🗆 1 🗆 2 🗆
Flag a mail message.	0 🗆 1 🗆 2 🗆
Remove a flag mark from a mail message	0 🗆 1 🗆 2 🗆
Mark a message as read, unread	0 🗆 1 🗆 2 🗆
Create a new message	0 🗆 1 🗆 2 🗆
• Copy (Cc), blind copy (Bcc) a message to another address	0 🗆 1 🗆 2 🗆
Use a spell-checking tool to make changes	0 🗆 1 🗆 2 🗆
Attach a file to a message	0 🗆 1 🗆 2 🗆
Send a message using a distribution list	0 🗆 1 🗆 2 🗆
Sort messages by name or date	0 🗆 1 🗆 2 🗆
Choose print options for entire message	0 🗆 1 🗆 2 🗆
Choose print selected contents of a message	0 🗆 1 🗆 2 🗆
Choose print number of copies	0 🗆 1 🗆 2 🗆

Question 1:

Information and Communication - How can the risk of unauthorized computer system access be reduced?"

O By installing anti-spam softwareO By using a firewallO By setting up a WAN

 \bigcirc By encrypting all data stored in the system

Question 2:

Information and Communication - Files that are included with an email message are often referred to as:

O Server-side includes	
O Attachments	
O Cookies	
O JavaScripts	

Question 3:

Information and Communication - What is 'Spam'?

O The act of overloading an e-mail server by using denial-ofservice attacks.

O E-mail messages that are infected with viruses.

O A large quantity of messages that do not reach the recipient.

O Unsolicited direct advertising sent to a large number of recipients.

SPREADSHEETS—EXCEL 2010

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 Save a spreadsheet specifying the file type 	0 🗆 1 🗆 2 🗆
Insert rows, columns in a worksheet	0 🗆 1 🗆 2 🗆
Delete rows, columns in a worksheet	0 🗆 1 🗆 2 🗆
Modify column widths, row heights	0 🗆 1 🗆 2 🗆
Duplicate content within worksheets	0 🗆 1 🗆 2 🗆
Duplicate content between worksheets	0 🗆 1 🗆 2 🗆
Duplicate content open spreadsheets	0 🗆 1 🗆 2 🗆
Sort content in ascending/descending order	0 🗆 1 🗆 2 🗆
Generate formulas using cell references & arithmetic operators	0 🗆 1 🗆 2 🗆
Absolute and relative cell references	0 🗆 1 🗆 2 🗆

SPREADSHEETS—EXCEL 2010

Question 1:

Spreadsheets - What is the name of the thin, white area above the column letters that starts with the "fx'' button and stretches all the way to the right edge of the screen?

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Question 2:

Spreadsheets - Look at the selected data in the picture below. Which type of chart would be best to use if you want to visually represent the contribution of each item as part of a total?

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7				Cost in %													
9	Planned Purchases	Price	Vendor	per album	Priority	Date of Pur	chase										
0	Best of Rock '88	\$5.25	Sony	14.42%		1 7/	14/2012										
1	Summerhits '98	\$7.10	AMI	19.51%		2 7/	/16/2012										
2	Dynamite Classics V	\$6.25	Virgin	17.17%		4 7/18/20											
3	Jazz Classics IV	\$3.05	Virgin	8.38%		4 7/	20/2012		2	.2	2						
4	Dance Mania 2003	\$10.50	Sony	28.85%		3 7/	/22/2012										
5	Cream: Live '72	\$4.25	Virgin	11.68%		1 7/	/24/2012										
6	Total Cost:	tal Cost: \$36.40															
7	Average Cost:	\$6.07															
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9																	

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Question 3:

Spreadsheets - Where in Excel would you find the Fill Handle, which is used to fill in various types of series in the worksheet? Indicate your answer by clicking on the picture.

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6	Le Sin I	Dan Deer	Ken Burns	Metallica		Greig									
7	In House	loe Star	Stan Getz	Kronus		Handel									
8	Future I	Bill Dee	Steve Turre	Scorpions		Bach									
9	Full Speed	Jim Byrne	Chick Corea	Hammerfall		Strauss									
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Question 4:

Spreadsheets - Which button, when clicked, will immediately calculate the total cost and place that result in cell B26? Indicate your answer by clicking on the picture.

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-	Planned Purchases	Price	Vendor		Priority										
0	Best of Rock '88	\$5.25	Sony		1										1
1	Summerhits '98	\$7.10	AMI		2										
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4	Dance Mania 2003	\$10.50	Sony		3										
5	Cream: Live '72	\$4.25	Virgin		1										
-	Total Cost:														
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Question 5:

Spreadsheets - Which button, when clicked, will immediately merge cells A16:B16 and center the selected text inside the merged cell? Indicate your answer by clicking on the picture.

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23 Jaz	zz Classics IV	\$3.05	Virgin		4	1								
24 Da	ance Mania 2003	\$10.50	Sony		5	5								
25 Cre	eam: Live '72	\$4.25	Virgin		6	i								10
26														
27														
28														

PRESENTATIONS—POWERPOINT 2010

0 = No Knowledge 1 = Limited Knowledge 2 = Knowledgeable

Create slides	0 🗆	1 🗆	2 🗆
 Know the various slide layouts 	0 🗆	1 🗆	2 🗆
 Add text and images to slides 	0 🗆	1 🗆	2 🗆
 Incorporate animation effects to slides 	0 🗆	1 🗆	2 🗆
Insert duplicate slides	0 🗆	1 🗆	2 🗆
Print slides and handouts	0 🗆	1 🗆	2 🗆

QUESTION 1:

Presentations - Which PowerPoint feature will allow you to make only the selected word to fly in from the left? Indicate your answer by clicking on the picture.



QUESTION 2:

Presentations - Where should you click to add special graphical object such as a process, cycle, or heirarchy to the current slide? Indicate your answer by clicking on the picture.



QUESTION 3:

Presentations - Which button should you click in order to start the slide show for your audience? Indicate your answer by clicking on the picture.



Presentations - Suppose you wanted to add a logo at the bottom left of each slide and change all the bullets in the presentation from circles to squares. Which PowerPoint feature will allow you to make these changes to all the slides in your presentation simultaneously?



WORDPROCESSING WORD 2010

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Open a document	0 🗆	1 🗆	2 🗆
Save a document	0 🗆	1 🗆	2 🗆
Correct spelling	0 🗆	1 🗆	2 🗆
Set margins	0 🗆	1 🗆	2 🗆
Print a document	0 🗆	1 🗆	2 🗆
Format text	0 🗆	1 🗆	2 🗆
Insert graphics	0 🗆	1 🗆	2 🗆
Move, copy and paste text	0 🗆	1 🗆	2 🗆

QUESTION 1:

Word Processing - Which of the following keys creates a new paragraph?

○ <f12></f12>	
\bigcirc <insert></insert>	
○ <enter></enter>	
○ <tab></tab>	

QUESTION 2:

Word Processing - Which button can be dragged to control the first-line indent of a paragraph? Indicate your answer by clicking on the picture.



QUESTION 3:

Word Processing - Which button allows you to change the line spacing? Indicate your answer by clicking on the picture.

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Clipboard 🗔	Font	Fa Paragraph	G Sty	yles Ta	Editing
	FTP is an abbrev between computers on without the need for sp	viation for File Transfer Protocol, an the Internet. It is possible to perfor ecial software. In this case, the Web	d is the method used to transfer rm FTP transfers on the World W b Browser will suffice.	rfiles /ide Web	
Page: 1 of 1	Words: 168 🥸			. ﷺ 100% ⊖	• .:

QUESTION 4:

Word Processing - Which button should you click to right-align the contents of the selected column? Indicate your answer by clicking on the picture.



QUESTION 5:

Word Processing - Which Word feature can instantly substitute every occurrence of the word "e-mail" in your document with "electronic mail"? Indicate your answer by clicking the appropriate button in the picture.



Hypertext

Hypertext is text that links to other information. By clicking on a link in a hypertext document, a user can quickly jump to different content. Though hypertext is usually associated with Web pages, the technology has been around since the 1960s. Software programs that include dictionaries and encyclopedias have long used hypertext in their definitions so that readers can quickly find out more about specific words or topics. Apple Computer's HyperCard program also used hypertext, which allowed users to create multi-linked databases. Today, the Web is where hypertext reigns, where nearly every page includes links to other pages and both text and images can be used as links to more content.

COMPUTER SKILLS PLACEMENT

TEST ANSWERS

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Favorites	-	Name	Date modified	Type Si	ze	
📃 Desktop		1033	6/5/2012 9:50 PM	File folder		
퉳 Downloads		AUTHZAX.DLL	1/9/2010 8:37 PM	Application extens	08 Kb	
🔠 Recent Places		BCSLaunch.dll	2/28/2010 1:16 AM	Application extens	69 KB	
	E	Custom.propdesc	6/30/2008 1:42 AM	PROPDESC File	2 KB	
🖥 Libraries		IEAWSDC.DLL	1/9/2010 8:34 PM	Application extens	237 KB	
Documents		MAPISHELL.DLL	3/22/2010 9:36 PM	Application extens	285 KB	
J Music	E	Mso Example Setup File A	8/13/2006 4:51 PM	Text Document	1 KB	
E Pictures		MSOHEV.DLL	1/9/2010 8:21 PM	Application extens	95 KB	
Videos		MSOHEVI.DLL	1/9/2010 8:21 PM	Application extens	76 KB	
		MSOHTMED	1/10/2010 6:48 PM	Application	86 KB	
🐉 Homegroup	in the second seco	NAMEEXT.DLL	1/9/2010 11:46 PM	Application extens	153 KB	
		NPAUTHZ.DLL	1/9/2010 8:38 PM	Application extens	18 KB	
📮 Computer		S OLKFSTUB.DLL	3/22/2010 9:36 PM	Application extens	254 KB	
🏭 TI106321W0B (C:)		S ONBttnIE.dll	2/28/2010 6:04 AM	Application extens	785 KB	
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Activate a hyperlink/image link	0 🗆 1 🗆 2 🗆
Select a specific search engine	0 🗆 1 🗆 2 🗆

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Choose print out options: entire message	0 🗆 1 🗆 2 🗆
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Duplicate content open spreadsheets	0 🗆 1 🗆 2 🗆
 Sort content in ascending/descending order 	0 🗆 1 🗆 2 🗆
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SPREADSHEETS—EXCEL 2010

Question 1:

Spreadsheets - What is the name of the thin, white area above the column letters that starts with the "fx'' button and stretches all the way to the right edge of the screen?

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Question 2:

Spreadsheets - Look at the selected data in the picture below. Which type of chart would be best to use if you want to visually represent the contribution of each item as part of a total?

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21 Summerhits '98 \$7.10	AMI	19.51%	2	7/16/2012					
22 Dynamite Classics V \$6.25	Virgin	17.17%	4	7/18/2012					
23 Jazz Classics IV \$3.05	Virgin	8.38%							
24 Dance Mania 2003 \$10.50	Sony	28.85%	а	7/22/2012					
25 Cream: Live '72 \$4.25	Virgin	11.68%	1	. 7/24/2012					
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Question 3:

Spreadsheets - Where in Excel would you find the Fill Handle, which is used to fill in various types of series in the worksheet? Indicate your answer by clicking on the picture.

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8	Future B	ill Dee	Steve Turre	Scorpions		Bach						
9	Full Speed Ji	im Byrne	Chick Corea	Hammerfall		Strauss						
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Question 4:

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Question 5:

Spreadsheets - Which button, when clicked, will immediately merge cells A16:B16 and center the selected text inside the merged cell? Indicate your answer by clicking on the picture.

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PRESENTATIONS—POWERPOINT 2010

0 = No Knowledge 1 = Limited Knowledge 2 = Knowledgeable

Create slides	0 🗆	1 🗆	2 🗆
 Know the various slide layouts 	0 🗆	1 🗆	2 🗆
 Add text and images to slides 	0 🗆	1 🗆	2 🗆
 Incorporate animation effects to slides 	0 🗆	1 🗆	2 🗆
Insert duplicate slides	0 🗆	1 🗆	2 🗆
Print slides and handouts	0 🗆	1 🗆	2 🗆

QUESTION 1:

Presentations - Which PowerPoint feature will allow you to make only the selected word to fly in from the left? Indicate your answer by clicking on the picture.



QUESTION 2:

Presentations - Where should you click to add special graphical object such as a process, cycle, or heirarchy to the current slide? Indicate your answer by clicking on the picture.



QUESTION 3:

Presentations - Which button should you click in order to start the slide show for your audience? Indicate your answer by clicking on the picture.



Presentations - Suppose you wanted to add a logo at the bottom left of each slide and change all the bullets in the presentation from circles to squares. Which PowerPoint feature will allow you to make these changes to all the slides in your presentation simultaneously?



WORDPROCESSING WORD 2010

0 = No Knowledge 1 = Limited Knowledge 2 = Knowledgeable

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Save a document	0 🗆	1 🗆	2 🗆
Correct spelling	0 🗆	1 🗆	2 🗆
Set margins	0 🗆	1 🗆	2 🗆
Print a document	0 🗆	1 🗆	2 🗆
Format text	0 🗆	1 🗆	2 🗆
Insert graphics	0 🗆	1 🗆	2 🗆
Move, copy and paste text	0 🗆	1 🗆	2 🗆

QUESTION 1:

Word Processing - Which of the following keys creates a new paragraph?



QUESTION 2:

Word Processing - Which button can be dragged to control the first-line indent of a paragraph? Indicate your answer by clicking on the picture.



QUESTION 3:

Word Processing - Which button allows you to change the line spacing? Indicate your answer by clicking on the picture.

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QUESTION 4:

Word Processing - Which button should you click to right-align the contents of the selected column? Indicate your answer by clicking on the picture.



QUESTION 5:

Word Processing - Which Word feature can instantly substitute every occurrence of the word "e-mail" in your document with "electronic mail"? Indicate your answer by clicking the appropriate button in the picture.



Hypertext

Hypertext is text that links to other information. By clicking on a link in a hypertext document, a user can quickly jump to different content. Though hypertext is usually associated with Web pages, the technology has been around since the 1960s. Software programs that include dictionaries and encyclopedias have long used hypertext in their definitions so that readers can quickly find out more about specific words or topics. Apple Computer's HyperCard program also used hypertext, which allowed users to create multi-linked databases. Today, the Web is where hypertext reigns, where nearly every page includes links to other pages and both text and images can be used as links to more content.