

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

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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 The Complete CompTIA A+ Study Guide Data Nexus, Embark on your journey into the dynamic world of IT with the definitive guide designed for the modern professional The Complete CompTIA A Study Guide is your all in one manual for mastering the latest CompTIA A 220 1201 and 220 1202 certification exams This isn't just another certification book it's a comprehensive career blueprint built to address the complete paradigm shift in the IT industry The days of simply fixing printers and resetting passwords are over Today's IT professionals are navigating artificial intelligence implementing Zero Trust security architectures and supporting a hybrid cloud first workforce This guide prepares you for that reality Inside you will find Forward Looking Content Master the latest exam objectives including AI fundamentals and advanced networking concepts that are shaping the future of tech Hands On Learning Put theory into practice with detailed hands on labs and reinforce your knowledge with hundreds of practice questions and performance based scenarios Proven Career Strategies Go beyond the exam with expert guidance on building a home lab optimizing your resume and leveraging your certification to launch a successful career The CompTIA A certification is your launching pad into a high demand field This book is the first step on that journey providing the foundational knowledge and practical skills you need to not only pass the exam but to thrive in the modern IT landscape **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

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Confederation College, Northern College, 1994 **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.

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 Office 2013 and Windows 8.1.1, including word processing, spreadsheets, presentation software and databases. *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. **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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