Computer Science and Information Systems
Departmental Challenge Exam for CSC 199

I. Exam Outline:

Concepts	Word	Excel
Computer classifications	Insert/Edit/Delete	Enter/Edit/Delete
Basic computer operations	Reveal formatting	Formatting
Connectivity	Move/Copy	Move/Copy
ISP's	Formatting	Format Painter
WWW	Spelling/Grammar/Thesaurus	Formulas/Functions
System Software	Pagination/Headers/Footers	Charts
Application Software	Tables	Headers/Footers
Hardware	Outlines	Absolute/Mixed
Networks	Styles	References
Databases	Footnotes/Captions	AutoFill
E-Businesses	Lists	Goal Seek
AI		
Ethics		

Access	PowerPoint
Create/Save Tables	Create/edit/show
Define field names/properties	Formatting
Add/Edit/Delete Records	Inserting objects
Validation Rules	Slide/Title masters
Formatting Datasheets	Duplicate/hide slides
Create/print/close forms	Animation/Sound/Transition/Build
Relationships	Speaker Notes
Calculated controls	Summary Slide
Filter/Query	
Create/print reports	
Sorting/Grouping	

II. Exam Layout:

Concepts Section: 50 multiple-choice questions
Word Section: 30 discrete tasks
Excel Section: 30 discrete tasks
Access Section: 30 discrete tasks
PowerPoint Section: 30 discrete tasks

III. Time Restraint:

You will be given four hours to complete the exam.

IV. Restrictions:

Only the testing software may be open during the exam. Use of any other software is expressly forbidden. Monitoring software will be used to enforce that prohibition.

V. Requirements for Passing this Exam:

You must receive 70% in order to pass this exam.