# Study Guide for Computer Proficiency Test

The computer proficiency test will consist of three sections

A . **Multiple choice**

       This section will include questions pertaining to Brunswick School Technology Benchmarks which are required to be mastered by students.

Listed below are topics which will be included on the Computer Proficiency Test.

**Use of computers, hardware and software applications**

Know how to retrieve work from student folders and retrieve work from programs ( PIXIE, Word etc.)
Know how to choose "Page Setup" and the difference between landscape and portrait setups.
Know how to use two programs simultaneously.
Know how to create and name folders.
Know how to save work.
Know how to rename files and folders.
Know the difference between "save" and "save as".
Know how to edit (undo) and use undo button.
Know how to retrieve work from student folders.

**Responsible and ethical use of technology**

Know the meaning of cyber bullying.
Know the dangers, ramifications, and potential consequences of cyberbullying.
Know how to comply with the copyright and plagiarism laws.
Know the importance of etiquette when communicating in the electronic environment.

**Effective use of information technology**

Know that copyright laws apply to all sources of information.
Know what constitutes copyright infringement.
Know what constitutes "fair use".
Know what constitutes plagiarism.
Know the difference between full text, abstract, and bibliographic databases.

B.  **Word Processing**

       For the Word Processing section, you will be required to edit a document by following specific instructions.

Know how to choose "Page Setup" and the difference between landscape and portrait setups.
Know how to Resize graphics to fit documents
Know different graphic file extensions (JPEG, TIFF, PSD, MOV, WMV,)
Know how to format text (style, size, font, color).
Know how to use text boxes (in-line-text, wrap text).

Know spacing requirements between words and sentences (1 space between words and sentences)
Know how to change margins.
Know how to set up a page in landscape or portrait orientation.
Know how to align text (left, center, right)
Know how to use spell checker.
Know how to use tab to indent (Using Tab)
Know how to use line spacing (single, double).
Know how to import a graphic object.
Know how to insert headers, footers and page numbers
Know how to resize and save graphics.
Know how to insert hyperlinks into documents.

C. **Spreadsheet Application**

For the Spreadsheet section, you will be required to edit data and create a document by following specific instructions.

Know how to make columns.
Know how to create charts and graphs.
Know how to enter and edit data
Know how to select data
Know how to use the Function Button "Sum"
Know how to use the Function Button "Average"
Know how to merge cells
Know how to center data
Know how to insert a row and column