

The test will cover all four of the programs we worked on in class. Those programs are: Word, Excel, Access, and Powerpoint.

WORD

- Be prepared to format text, line spacing, insert and format pictures, set tab stops, create bullets, page borders, theme colors, theme fonts, etc. Anything we did with the *flyers* you will likely have to do. The flyer requirements are still posted on my Website.

EXCEL

- Create a workbook
- Enter information
- Enter FORMULAS with cell references! There may be relative cell references AND absolute cell references
- Total Rows, Average Rows, Maximum, Minimum, Everything under the auto sum button arrow.
- Cell styles
- Creating a chart/graph using your data

ACCESS

- Know how to create tables, forms, reports, queries.

POWERPOINT

- Creating slide shows, using designs, animations, transitions, professional looks