Final Exam Study Guide

Computer Tech 1 2016-2017 2nd Semester

Basic Microsoft Office Suite – terms

Microsoft Word – terms

Financial Literacy – terms

Computer Hardware – terms

Employability – terms & essay
Job Application – to fill out (done early)

Completed Online – Portfolio (done early)

Excel – terms & create a document

Microsoft Office Suite

* + - 1. Microsoft Word – used for commercial and personal word processing.
			2. Microsoft Excel – is a spreadsheet application that features calculation, graphing tools and pivot tables.
			3. Microsoft Access – is a database management system using tables, records and fields
			4. Microsoft PowerPoint – is a slide show presentation program using templates
			5. Microsoft Publisher – is an entry-level desktop publishing application that emphasis is placed on page layout and design.

Microsoft Word

1. Alignment - Refers to how text is positioned between the margins.
2. Default - A setting that is automatically set if you do not select a substitute.
3. Dialog Box Launcher - A button in the lower-right corner of a group of command buttons. Clicking on this button will display a dialog box, which presents information about the current settings for a command and allows you to make changes.
4. Document Window - Displays the text and graphics in the document you create and edit.
5. Double Space (DS) - Spacing that inserts one blank line between two lines of text.
6. Format Painter - A button that is used to copy character format by dragging the mouse.
7. Hanging Indent - The first line of the paragraph aligns with the left margin, while the rest of the paragraph is indented one-half inch.
8. Justified - Where space is added between words so that each line of text is aligned evenly with the right and left margin.
9. Legal size - A standard sheet of paper that is 8 ½ “by 14”.
10. Letter size - A standard sheet of paper that is 8 ½ “ by 11”.
11. Margins - The blank areas around the top, bottom, and sides of a page.
12. Points - Unit of measure to measure fonts.
13. Title Bar - Displays the name of the current application and the document name.
14. Triple Space (TS) - Spacing that inserts two blank lines between two lines of text.

Financial Literacy

1. APR-The total annual percentage amount it will cost a person to use credit.
2. Asset-Any items of value that people own, including cash, property, personal possessions, and investments.
3. Budget-A plan for spending and saving money based on a person’s goals during a given time period.
4. Credit Score-A number, generally between 300 and 800, that reflects the credit history shown in a borrower's credit report. This score is considered predictive of the borrower's future credit performance.
5. Debt-The entire amount of money a person owes to lenders.
6. Expenses-Any money a person spends or gives away.
7. Gross Earnings-An individual's taxable income before any appropriate adjustments are made.
8. Income-Money that a person receives; such as a paycheck from a job, an allowance from parents (inheritance), or interest earned on a savings account.
9. Income Tax-The government’s leading source of revenue (money).
10. Interest-The amount paid for the use of borrowed money.
11. Interest Rate-The cost of borrowing money, expressed as a percentage, usually over a period of one year.
12. Loan-A sum of money given to an individual with the intent that it is to be repaid at some future date along with any agreed upon interest.
13. Net Income-The amount of a paycheck that a person can actually spend; gross income less any payroll deductions.
14. Outstanding Check-A check that has been written but that has not cleared the bank.
15. Payroll Deductions-Amounts subtracted from gross income that is withheld by an employer for items like taxes and employee benefits.
16. Social Security-The comprehensive federal program of benefits providing workers and their dependents with retirement income, disability income, and other payments. The Social security tax is used to pay for the program.

Computer Hardware

1. Graphic Card - A circuit board used to manage the display on the monitor.
2. Sound Card - A computer circuit board that allows a personal computer to receive sound in digital form and reproduce it through speakers.
3. Hard Drive - A device that permanently stores information in a computer.
4. Expansion Slots - A spot on the motherboard where you can plug in sound cards, video cards and more RAM.
5. CPU - This is the ‘brain’ of the computer. It is where the calculations take place.
6. RAM – The memory where the computer temporarily keeps information you are working on.

Excel Terms

1. Cell – Where a row and column intersect
2. Range – a selection of more than one cell
3. Active Cell – is where the border is around the cell when you click on it
4. Margins – the space around the top, bottom and sides of a page
5. Know the difference between landscape and portrait orientation

**Must know how to do the following in Excel**

* Merge and center
* Change the cell style
* Formulate formulas such as:
	+ Adding a range
	+ Using the auto sum button
	+ Multiplying two cells together
	+ Formatting cells to percentage, currency, number, etc.
	+ Using the function feature to find the maximum, minimum and average of a column
	+ Changing your document to landscape
	+ Adding a header to your document either right aligned, left aligned or centered
	+ Printing the document on one page only

Employability Terms

1. Applicant - The one who seeks employment.
2. Employee - Person that works for another person.
3. Employer - Is a business or boss that hires employees.
4. Fringe Benefits - Goods or services a business provides to employees in addition to their wages.
5. Interview - Meeting of the employer and the applicant for evaluation and questioning.
6. References - People who will speak on the behalf of applicant.
7. Résumé - Personal data sheet.
8. W-2 Form - Statement that is received in January that shows employees earnings and deductions.
9. Thank you letter - Letter that is sent after the interview is completed thanking them for their time.
10. Work permit - A form from the school that allows you to work if under 18 years of age.
11. W-4 - A form you will fill out so the employer can withhold taxes.
12. Laid off - When the employer releases you from work through no fault of your own.
13. Resignation - When you decide to resign from employment.
14. Interviewer - The person asking the questions to the applicant.
15. Interviewee - Person receiving the question and looking for the job.
16. Salary - Fix amount of pay for a certain amount of time.
17. Severance Pay - Payment from an employer who has cut off a person’s employment.
18. Gross Pay - The amount of pay you receive before taxes.
19. Net Pay - The amount of your paycheck after taxes and deductions.
20. Cover Letter - The letter that you send with the résumé to the perspective employer.

Job Application

Be prepared to complete a job application. **You will need a copy of your résumé or the information on an index card.**

* Use a black ink pen
* All questions must be answered
* N/A is written when the questions do not apply to you
* Print “Negotiable” in the field for desired pay or salary
* Sign the application form
* Spelling and grammar must be accurate
* APPLICATION IS NEAT

Employability Essay Question from

1. What are six things you should take with you to an interview?
2. List six things you should do before an interview.

1. What are four decisions that the interviewer must make?
2. List six things you should do during the interview.
3. List four steps to ending an interview on the right note.
4. List four things you should do after the interview
5. List three good questions you could ask during an interview.
6. What should you wear for a job interview?
7. List six tips for filling out an application form.
8. How soon after the interview should the letter of appreciation be mailed? Why should you mail one?
9. How would you handle an illegal interview question? Why?
10. What is an unlawful pre-employment question? Please give an example.