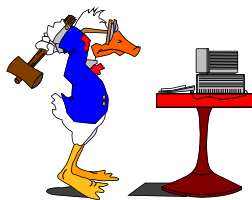


Computer Literacy (COMP 085) Placement Test Study Guide



The Computer Literacy course focuses on the introduction of computer components, computer concepts, and the use of the computer as a communication tool. Students will develop an awareness of how computers work and how computers can be used for simple applications. In addition, students will be exposed to using the computer as a communication tool through the use of Email and the Internet. Word processing and presentational concepts will also be introduced.

Test Topics:

1. Explain the types and function of various computer hardware components and how they are connected.
2. Demonstrate the uses of common software applications.
3. Communicate using E-mail.
4. Explain the usage of the Internet and the World Wide Web for research.
5. Demonstrate knowledge of basic usage of Microsoft Office Word 2007.
6. Demonstrate knowledge of the basic usage of Microsoft PowerPoint 2007
7. Use the Internet to research a topic and know the limitations of material usage.
8. Demonstrate an understanding of basic computer terminology.

Suggested Resources

1. Custom Bound Books including:

- Parsons, J. (2007). *New perspectives on computer concepts - brief*. (10th ed.). Boston: Course Technology. ISBN: 978-1-4239-0608-7.
- Schneider, P. (2007). *New perspectives on the Internet - introductory*. (6th ed.). Boston: Course Technology. ISBN: 1-4188-6070-0.
- Zimmerman, S., Zimmerman, B., & Shaffer, A. (2007). *New perspectives on Microsoft Word 2007 - introductory*. (Course Card). Boston: Course Technology. ISBN: 978-1-4239-0581-3.
- Parsons, J., Oja, D., Carey, J., Carey, P., & Ruffolo, L. (2002). *New perspectives on Microsoft Windows XP - introductory*. (1st ed.). Boston: Course Technology. ISBN: 0-619-04461-6.
- Course Technology (2007). *PowerPoint 2007 Overview*. (1st ed.). Boston: Course Technology. ISBN: 978-1-4239-1175-3.

Recommendations:

1. Spend some time surfing the internet
2. Spend some time with an Email package (the concepts are often very similar)
3. Spend some time practicing with Microsoft Word and PowerPoint 2007 (available in the TLC Labs)
4. Review the vocabulary list below.

Vocabulary

The following is a list of vocabulary terms that are used on the COMP 085, Computer Literacy, placement test. You will need to be fairly comfortable with these items, their use and meanings.

General Terms

application	hardware	restore window icon
AutoCorrect	icon	ribbon
Basic	input device	right-click
bit	insertion point	ROM
byte	internet	root directory
C++	internet provider	screen
cache	Intranet	scroll bar
CD-R	keyboard	search for files
CD-R/W	kilobyte	Shareware
CD-ROM drive	Linux	software
circuit board	main menu	specification
click and drag	maximize	spell check
close	megabyte	Start menu
computer	megahertz	subdirectory
configuration	microprocessor	taskbar
Control Panel	minimize	terabyte
cookie	monitor	thumb drive
Copyrighted Software	motherboard	title bar
CPU	mouse	toolbar
Ctrl+Alt+Del	mouse pointer	touch pad
cut	mouse pointer	USB drive
default	MS-DOS prompt	wallpaper
delete	network	Web authoring
desktop	operating system	Windows
directory	output device	Windows Explorer
double-click	piracy	word processor
drive	pixel	WYSIWYG
ethernet	point and click	zipped file
file	POP server	
file extension	print	
file name	print menu	
folder	public domain software	
gigabyte	RAM	
graphic display	Recycle Bin	
graphical user interface	resolution	

Internet Related

.com	HTML address
.edu	HTTP
.gov	hyperlink
.net	ISP provider
.org	Mozilla Firefox
browser	pathname
domain name	protocol
Firefox	search engine
FTP	URL
Google	World Wide Web
Home page	WWW
HTML	Yahoo!

Microsoft Office

Alt key	format/formatting	right-justified
Backspace key	horizontal ruler	Shift key
bold	indent	slide show
character	Italic	spreadsheet
Ctrl key	justified	Tab key
Ctrl+End	Layout	table
Ctrl+Home	left-justified	undo icon
editing	line break	View
exit icon	margins	Word
Font	master slide	word wrap
font style	page break	
format painter	PowerPoint	

Email Related Terms

attachment
BCC:
CC:
Email address
signature file