FRANKLIN UNIVERSITY PROFICIENCY EXAM (FUPE) STUDY GUIDE

Course Title: *Introduction to Spreadsheets (COMP 106)*

Recommended Textbook: Any text that covers the basic operations of Excel 2010 will work.


Number & Type of Questions: This is a project-based exam.

Permitted Materials: None

Required Materials: Flash Drive (Thumb drive)- Will be returned to you after the exam has been scored

Time Limit: 3 Hours

Minimum Passing Score: 75 %

Description of the Test:

This exam covers one spreadsheet application: Microsoft Excel. Typically, students who take this FUPE have used Excel extensively at work or have taken prior courses that used this application.

Knowledge & Skills Required:

Students taking this exam should be able to

- Discuss the purpose and practical uses of spreadsheets.
- Demonstrate basic navigation in Excel.
- Create a basic spreadsheet incorporating date, text and value entries.
- Identify the names and symbols of the arithmetic operators used in formulas and apply them in a spreadsheet.
- Correctly apply “order of precedence” to create a formula in a spreadsheet.
- Apply the six core spreadsheet functions (AVERAGE, SUM, IF, COUNTIF, and MIN MAX).
- Apply formatting to a spreadsheet.
- Apply conditional formatting to a spreadsheet.
- Use Print Preview to manage page breaks in a spreadsheet.
- Copy a spreadsheet into a Word document or a PowerPoint slide.
- Imbed a spreadsheet into a Word document or a PowerPoint slide.
- Identify the elements used to prepare a chart.
- Use the Chart Wizard to create and save a chart from a spreadsheet.
- Modify an existing chart.
- Describe the purpose and benefit of using multiple worksheets.
- Use multiple worksheet formatting.
• Add, delete and rename a worksheet.
• Use header and footer in a worksheet.
• Explain the benefits of working with grouped worksheets.
• Apply “3-D References”.
• Apply the collaboration tools available in Excel make change suggestions on a workbook or spreadsheet.
• Add an image to an Excel workbook.