



STUDY GUIDE FOR TEST TWO – CGS 1000

There will be 40 multiple choice questions, worth 2 points each. The following information should be reviewed in preparation for these questions. An additional Excel problem will be required to solve (20 points). For the Excel problem:

- Calculate SUM, AVERAGE, MIN, MAX using cell references
- Perform calculations in both rows and columns
- Display formulas and worksheet
- Copy cell references
- Merge and center headings
- Format text and numbers

Be able to identify the following terms:

MIDI

Blog

Byte

Tablet PC

Pixel

Resolution

Ergonomics

Biometric

Infrared

Bluetooth

Fixed Disk/Portable Disk

Cell

Range

Application software

Debugging

Hyperlink

Meaning of #

Comparison operators

Freezing titles

Be able to recognize the following processes/information:

Output: Text, Video, Audio, Graphic

Display devices

Scanner Quality/Price

Printer Types

How printers operate

CD and DVD storage spaces

Printer Speed

Ribbon—tab

Printing formulas

Data transfer: reading, writing, burning, loading

Format results: accounting, comma, currency

Tab scrolling button

Copying cells and text (clipboard)

Computer Maintenance

Menu vs. Window

Print Preview Options

Measuring a monitor

Portrait/Landscape