

FINAL EXAM STUDY GUIDE

Word Test:

1. Center, Bold, Italics, Underline, change word size
2. Insert Date (You do not know the date)
3. Reference Footnotes
4. Bullets
5. Double spaced lines
6. Page number in the center of footer
7. Page Breaks
8. Insert Picture
9. Set up tab markers

Excel Test:

1. Center across selection and wrap text
2. Bold and center and right justified
3. Integer Currency, ex \$5 not \$5.00
4. Choose your own Color (Background and font)
5. Calculations. (Formulas will not be provided)
6. Pie chart (Highlight will be provided)
7. Bar chart (Highlight will be provided)

Power Point

1. Choose designated Design Template
2. Type your name in the footer
3. Add more slides
4. Bullets
5. Copy and Paste Pie Chart and Bar Chart from Excel Test
6. Add Custom Animation

Written Test

1. What does each device do? For example, Input Device is accepting data and statements from user. How about CPU, Output Device, and memory / secondary storage?
2. Identify what is hardware and what is software, for example, CPU is hardware and OS is software.
3. Size of storage (Match Column 1 with Column 2), for example, 1 MB is about one million bytes.
4. What is information processing cycle? (How computers get information and process it?)
5. Identify the difference between operating system and application software.
6. Know when to use Microsoft Word, Excel, Access, PowerPoint, FrontPage, and GIS.
7. Capability of read/write/erase on different types of optical disks
8. What are Network and Internet? (Know the terms of server, URL, ISP, e-commerce, web browser)
9. You will have problems like match two columns, multiple choices and fill in the blanks

Program Tech Exam Study Guide

Daniel F McAuley



Program Tech Exam Study Guide:

PMP: Project Management Professional Exam Study Guide Kim Heldman, 2013-06-12 The ultimate package for preparing you to take the PMP exam Project management is one of the most desired skills in today's IT marketplace and the Project Management Professional PMP exam reflects your level of proficiency and preparedness as a project manager This comprehensive study guide features the Sybex test engine with two practice PMP exams electronic flashcards two hours of audio review as well as two bonus Certified Associate in Project Management CAPM exams The book covers a wide range of project management and exam topics concepts and key terms Not only does this must have resource reflect the very latest version of the exam it is written by popular project management expert Kim Heldman who is the author of the six previous editions of this top selling book Prepares you to take the Project Management Professional PMP exam as well as the Certified Associate in Project Management CAPM exam both offered by the Project Management Institute PMI Covers all exam topic areas plus a wide range of project management processes concepts and key terms Uses real world scenarios and How This Applies to Your Current Project sidebars to fully illustrate concepts Readers get access to invaluable study tools with testing software practice exams electronic flashcards and over two hours of audio review PMP Project Management Professional Exam Study Guide Seventh Edition helps you prepare for the PMP exam and also serves as an essential resource for becoming a more astute project manager PMI CAPM PMP and Project Management Professional are registered marks of the Project Management Institute Inc Pharmacy Technician Exam Review Guide Judith L. Neville, 2013 Pharmacy Technician Exam Review Guide provides exam preparation help for pharmacy technician candidates preparing to sit for the Pharmacy Technician Certification Exam PTCE This book is designed to equip candidates with excellent study tools that are intended to review the required level of information to prepare the candidate for the examination by focusing on the key topic areas

PgMP: Program Management Professional Exam Study Guide Paul Sanghera, 2007-12-26 In this book best selling author Paul Sanghera offers cohesive concise yet comprehensive coverage of all the topics included in the PgMP exam With a laser sharp focus on the exam objectives the Study Guide goes beyond just being an exam cram The material is presented in a logical learning sequence a section builds upon previous sections and a chapter on previous chapters All concepts simple and complex are defined and explained when they appear the first time There is no hopping from topic to topic and no technical jargon without explanation Because no prior knowledge of program management is assumed this book will be useful for both those new to program management as well as individuals with years of experience Although the primary purpose of the book is to help you pass the PgMP exam it will also serve as a great reference for the program managers before and after the exam Special Features Hundreds of review questions with fully explained answers A complete practice exam with fully explained answers The real world scenarios to help you deal with the program management issues in the real world and also to answer the scenario based questions in the exam Notes and tips to highlight the crucial points Exam's Eye

View section at the end of each chapter to emphasize the important points from the exam's perspective Key Terms section at the end of each chapter that lists the important terms and concepts introduced in the chapter along with their definitions The exam objectives fully explained before their coverage in each chapter The Study Guide for the HR Knowledge Exams Bob Delaney, Adv. Dpl., BA (Econ.), PME, Ian Turnbull, BA, MBA, 2022-11-17 THE Study Guide for the CHRP and CHRL exams in Ontario With 20 years of HR exam prep experience we have helped over 20 000 HR Professionals get certified We are Canada's original supplier of HR study guides specifically designed for the Ontario HR Certification Exams Our Study Guide has been reviewed and approved by numerous recognized Ontario institutions **ServSafe Manager Exam Study Guide 2025-2026** Brielle Morgan, 2025-09-09 Master the ServSafe Manager Exam Without the Stress Walking into the exam should feel like second nature not a gamble With the right preparation every question becomes familiar every standard second nature and passing is the only outcome This guide delivers the structure tools and practice you need to perform with confidence Inside the ServSafe Manager Exam Study Guide 2025 2026 700 practice questions designed to reflect the tone style and difficulty of the actual exam complete with clear explanations that reinforce understanding All eight exam domains presented in focused easy to follow sections that turn dense regulations into practical knowledge you can apply instantly Three study schedules a one week intensive a balanced two week option and a thirty day mastery plan adaptable to your role and availability Full length practice exams that simulate real testing conditions helping you sharpen pacing accuracy and confidence Quick reference charts covering cooking temperatures sanitizer concentrations and holding guidelines for on the spot recall Who This Guide Serves Restaurant managers preparing for certification on a strict timeline Chefs pursuing promotion and career advancement Students seeking a competitive edge in hospitality programs Food truck and caf owners committed to compliance and operational safety With this guide you don't just study you prepare with precision Every tool every chart every question is aligned to the current ServSafe blueprint ensuring that what you practice is exactly what you'll face *PHR Exam Study Guide 2025-2026* Brielle Morgan, 2025-09-09 Are you ready to transform your HR career and pass the PHR exam with confidence on your first attempt The PHR certification isn't just another test it's a major career milestone that demands comprehensive preparation and strategic focus The PHR Exam Study Guide 2025 2026 is your ultimate companion designed to simplify your study process sharpen your test taking skills and maximize your chances of success Inside this all in one guide you'll find everything you need to master the latest PHR exam content Whether you're a first time test taker or returning to sharpen your credentials this guide delivers crystal clear explanations real world HR examples and up to date exam strategies tailored for 2025 2026 We break down every domain with easy to follow lessons covering Business Management Talent Planning Learning Development Total Rewards Employee Labor Relations and HR Operations What truly sets this book apart 4 Full Length Practice Tests Timed simulations with 500 realistic questions to build your confidence Detailed Answer Explanations Understand the why behind every correct answer Complete Content Review Covers every

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Project Management Workbook and PMP / CAPM Exam Study Guide Harold Kerzner, Frank P. Saladis, 2017-04-12 Sharpen your project management skills and prepare for the latest PMP CAPM exam The Project Management Workbook and PMP CAPM Exam Study Guide is a two in one resource for mastering the Project Management Body of Knowledge PMBOK As the companion to Project Management A Systems Approach to Planning Scheduling and Controlling this book provides the opportunity to strengthen your understanding of project management in real world application with questions problems and cases designed to enhance your critical thinking skills Functioning as a stand alone study guide to the Project Management Professional PMP Certification Exam this book helps you develop the critical skills of a successful project manager with questions that show you what to expect on exam day Interesting enjoyable and thought provoking this workbook and study guide helps you dig into the PMBOK and gain the professional insights that

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