

# A STUDY GUIDE TO PERSONAL COMPUTING PROFICIENCY TEST

## THE TEST IN BRIEF

The Personal Computing Proficiency Test (PCPT) is given in four modules corresponding to the four areas of microcomputer skills defined by the College of Business Administration. Specifically, these skills include the ability to use word processing, presentation, spreadsheets, and database software. Each module consists of 24-39 tasks that you are to perform to demonstrate your proficiency, and your knowledge about the features of Microsoft Word, Excel, Power-Point and Access. Currently the version used in the test is Microsoft Office 2016.

To do well on the test you should keep the following points in mind:

(1) The time limit will be adhered to strictly. You will be allotted a total of 3 hours maximum to complete all the modules of the test. Time allocated for one test module cannot be used towards another module of the test. Furthermore, all questions are weighted equally. This means that you will need to work efficiently and distribute your time wisely. Students occasionally run out of time because they spend so long working on one question that they do not have time to complete the other questions.

(2) Read each question very carefully before answering, paying careful attention to specific keywords in the directions.

(3) Pay careful attention to the way the task is worded. In most cases there are multiple approaches to any given task. The testing software is asking for one specific approach. You must use the one requested, as this tests your general knowledge of the application.

(4) If you guess an answer, the testing software will mark you wrong, show the mistake and lead you to the next step.

## SUBJECT AREAS

The following lists the tasks from the actual test. A student should be familiar with the multiple ways that tasks from these subjects can be executed (i.e. mouse, toolbar, menu, or keyboard), before attempting the module tests, and use only the way specified by the test during test.

## Word 2016 Tasks:

1. Undo and redo an action
2. Create a new blank document
3. Save a document
4. Open an existing document
5. Print a document using the default settings
6. Save a document with a new name
7. Convert a hyperlink to regular text
8. Modify a source
9. Cut and paste text
10. Use paste options
11. Use the Office Clipboard to copy multiple items
12. Change the font color
13. Change the font
14. Right-align a paragraph
15. Apply a style to a paragraph
16. Find and replace text
17. Insert a page break
18. Enter data in a table
19. Insert a picture
20. Insert a screen shot
21. Insert a hyperlink
22. Create a document header
23. Insert page numbers
24. Create a bibliography
25. Create a new citation
26. Check spelling

## PowerPoint 2016 Tasks:

1. Print a presentation in grayscale
2. Print full page slides
3. Print handouts
4. Add notes to a slide
5. Add text to a placeholder
6. Delete a slide
7. Select text on a slide
8. Annotate a slide show
9. Copy and paste an object
10. Change the layout of a slide
11. Duplicate a slide
12. Insert a slide with a specified layout
13. Insert a picture without using a content placeholder
14. Insert a chart
15. Insert a shape
16. Add a footer to all slides except the title slide
17. Add slide numbers to slides
18. Apply a theme to a presentation
19. Modify animation timing
20. Run a slide show
21. Record slide timings and narration
22. Check spelling
23. Zoom in on a slide
24. Specify picture dimensions

## Excel 2016 Tasks:

1. Close a workbook
2. Open a workbook
3. Print a worksheet
4. Set the print area
5. Print a section of a worksheet
6. Save a workbook to a different location
7. Save a workbook with a new name
8. Undo an action
9. Reorder worksheets
10. Navigate between worksheets
11. Rename a worksheet
12. Enter a number in a cell
13. Use absolute cell references
14. Use relative cell references
15. Enter a formula using the keyboard
16. Zoom a worksheet
17. Copy and paste cell contents
18. Change the fill color of a cell
19. Add a border to a range
20. Center cell contents
21. Wrap text in a cell
22. Apply the Accounting number format
23. Apply the Date number format
24. Increase the number of decimal places
25. Apply the Percent number format
26. Hide columns
27. Insert a row
28. Clear cell contents
29. Create a 3-D pie chart
30. Change worksheet orientation
31. Select a range using the Name box
32. Create a formula using the SUM function
33. Create a formula using the AVERAGE function
34. Print formulas
35. Use Goal Seek
36. Freeze rows and columns
37. Clear worksheet panes
38. Change the chart style
39. Change the chart type
17. Enter a record in a datasheet
18. Rename a field in Design view
19. Resize a datasheet column to best fit
20. Use a multivalued field to enter data
21. Designate a table field as a Required field
22. Set validation text for a field
23. Set a table's primary key in Design view
24. Add a sort field to a query
25. Create a query using the Simple Query Wizard
26. Create and run a query using OR criteria
27. Create a single-table query in Design view
28. Add a sort to a query in Design view
29. Open a form in Form view
30. Navigate to the first record using a form
31. Add a record using a form
32. Create a form using the Form Wizard
33. Create a blank form that opens in Layout view
34. Add an object to a navigation form tab
35. Change the font size for a form control
36. Create a blank report that opens in Layout view
37. View a report in Print Preview mode
38. Remove report header/footer sections
39. Display the Navigation Pane

## Access 2016 Tasks:

1. Open a database
2. Close a database
3. Start Access
4. Create a blank database from a template
5. Save and name a database object
6. Change the font for a datasheet
7. Open a table in Datasheet view
8. Change a field's data type in Design view
9. Navigate to the next record in a datasheet
10. Add a field to a table in Datasheet view
11. Add a caption to a field
12. Add a field to a table in Design view
13. Create a table in Datasheet view
14. Create a table in Design view
15. Delete a field from a table in Design view
16. Delete a record using a datasheet