

Computer Skills Placement Test Review Sheet

The Computer Skills Placement Test (CSP) is designed to assess the computer literacy skills that you need to be successful in your college career. It consists of a total of 60 questions over six areas (10 questions per area): Basic Concepts, File Management, Information and Communication, Word Processing, Spreadsheets, and Presentations. You will have 70 minutes to complete the CSP. The sample questions below are similar to those you may see on the CSP. There are a combination of multiple choice and "click on the screen" questions. Take a moment to review these questions and familiarize yourself with the Microsoft Office 2007 software (Word, Excel, Powerpoint). It is important to be aware that although there may be more than one way to accomplish a task in the Office products, each question is asking for one specific method. Pay particular attention to the toolbars and their contents, and read the questions carefully (answers are located at the end of this document).

Basic Concepts

1. Which of the following is an input device?

- Speakers
- Mouse
- Monitor
- Printer

2. Which of the following has the highest memory capacity?

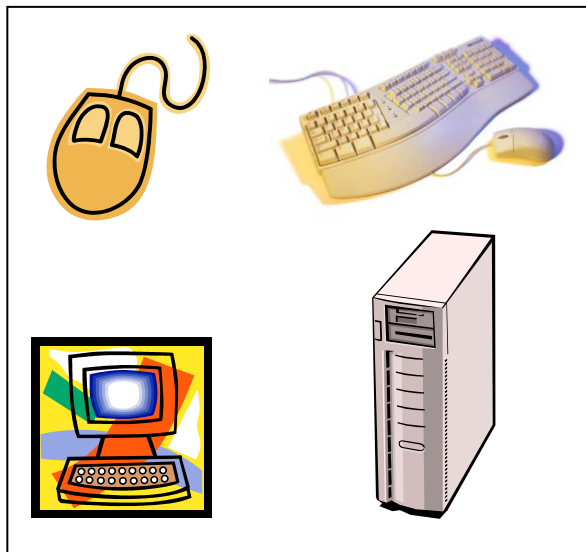
- Internal hard disk
- Zip disk
- DVD

3. Which of the following is used to measure hard drive capacity?

- bps
- Gigahertz
- Gigabyte
- dpi

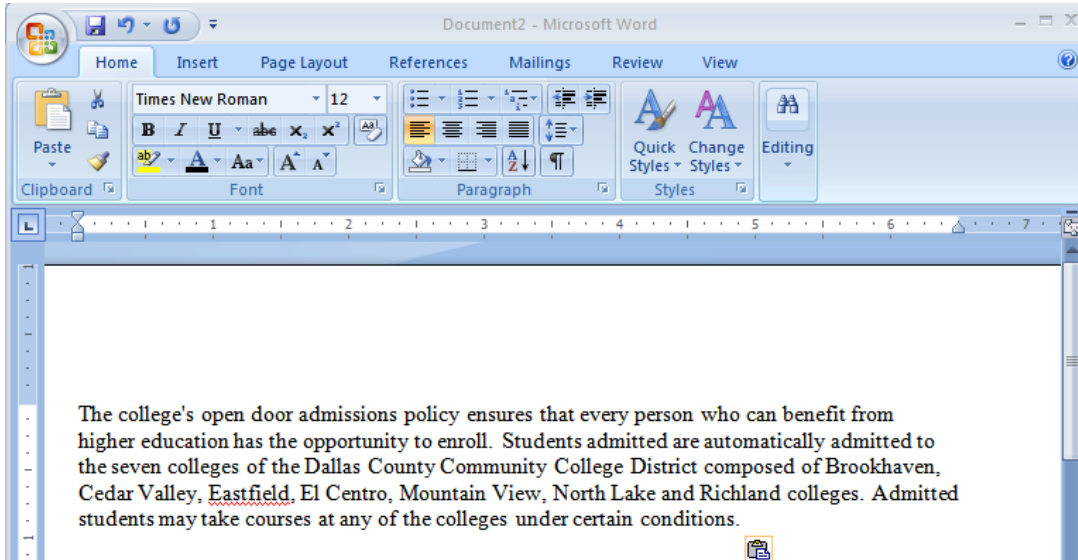
4. Which of the following is an output device?

Indicate your answer by clicking on the picture.

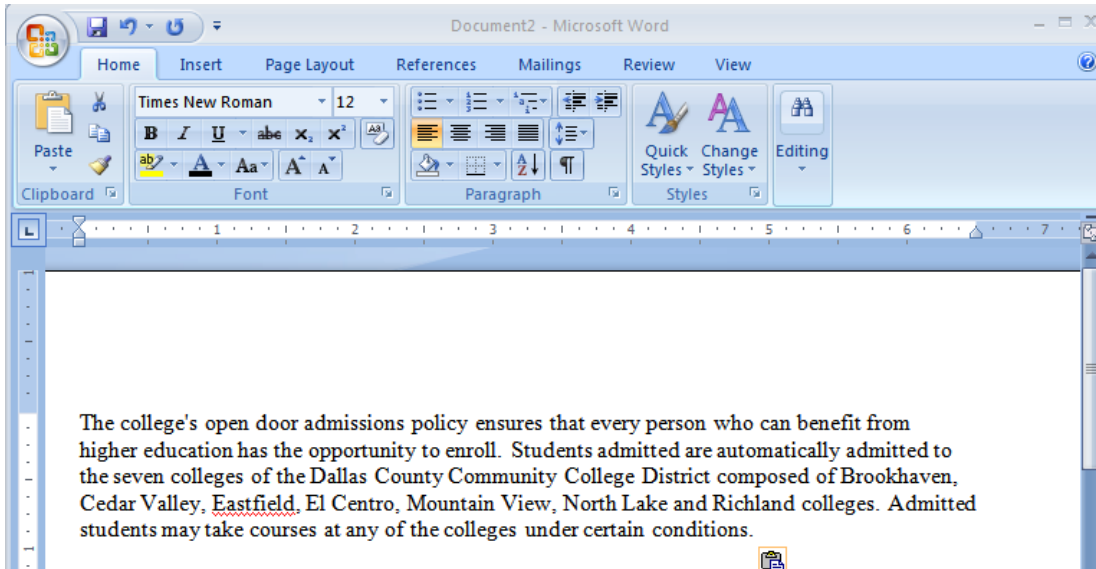


Word Processing

5. Which tab would you click to check the spelling on the document below?



6. After highlighting the passage below, where would you click on the toolbar to double-space it?



Spreadsheets:

7. In Excel, which button below is the AutoSum button?



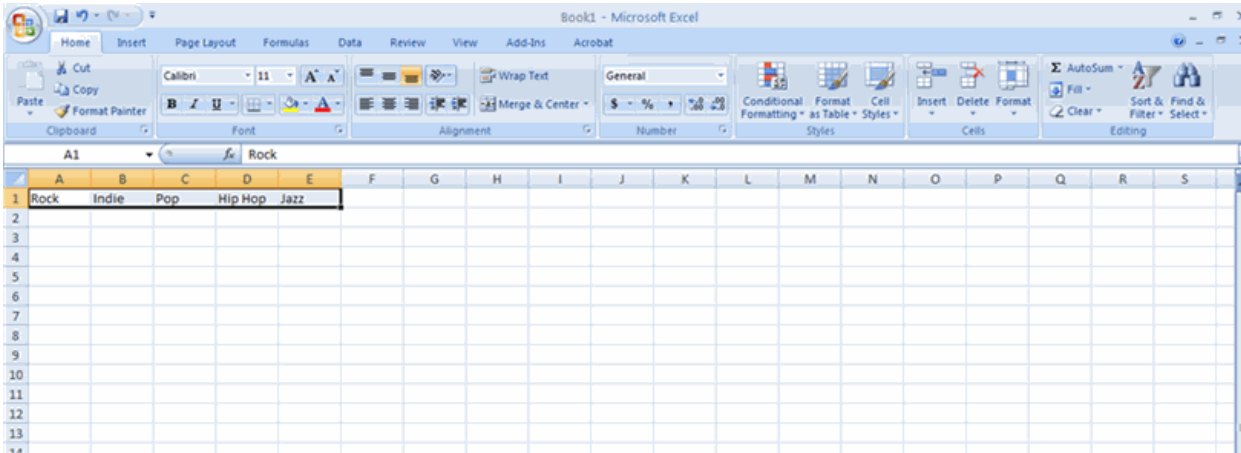
8. In a worksheet, the intersection of a row and a column is called a Cell. Click on the picture that represents a cell.



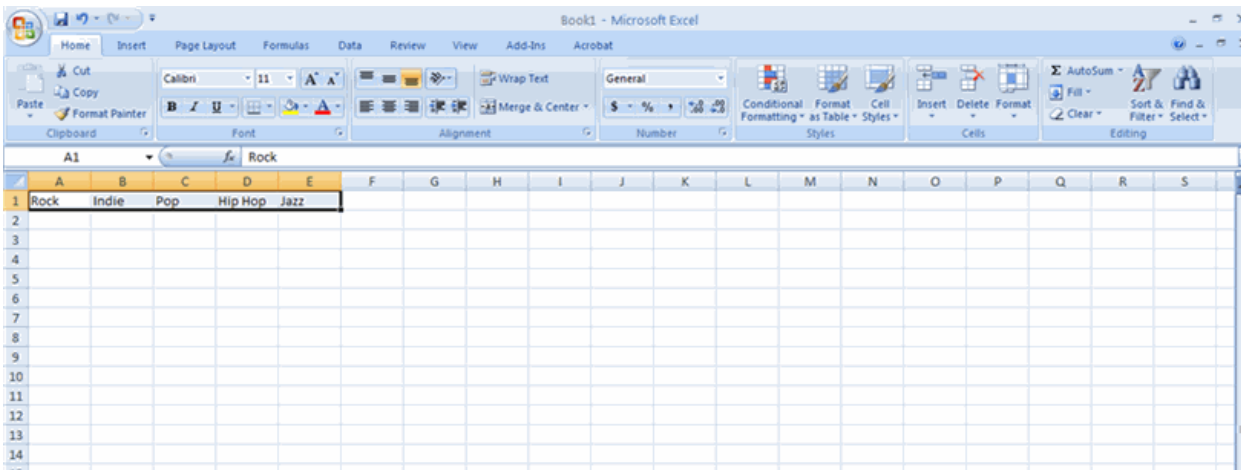
9. Which icon is used to create a hyperlink in Excel?



10. You want to set the print area for your spreadsheet. Where can you click to access the print area tool? Indicate your answer by clicking on the picture.



11. Which button should you click to center the text in the selected cells? Indicate your answer by clicking on the picture.



Presentations:

12. Which icon will advance to the next slide in PowerPoint? Select your answer by clicking on the correct picture.



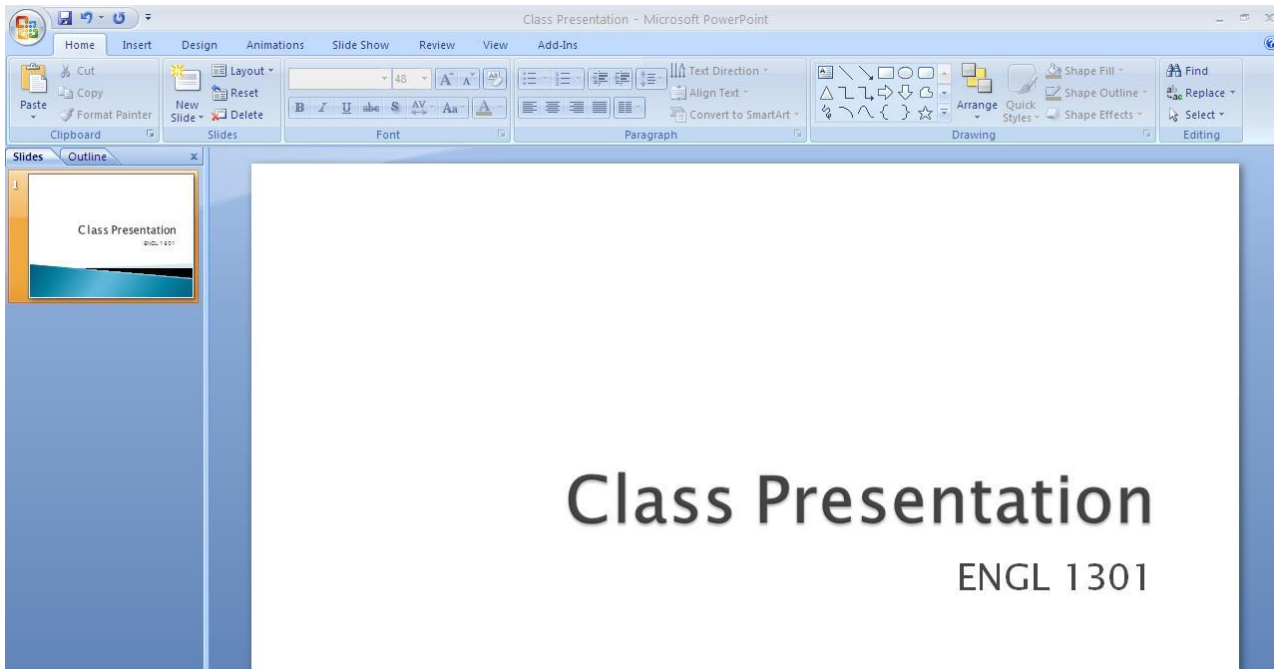
13. Click on the icon that allows a user to insert a new slide in PowerPoint.



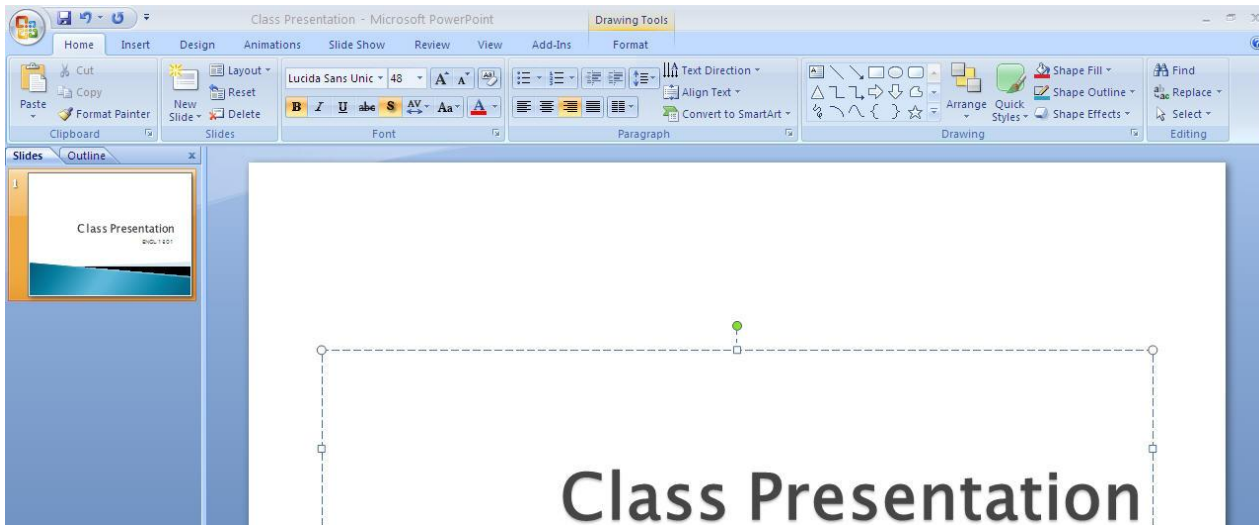
14. If you need to change the slide orientation in PowerPoint, which icon will allow this feature to occur?



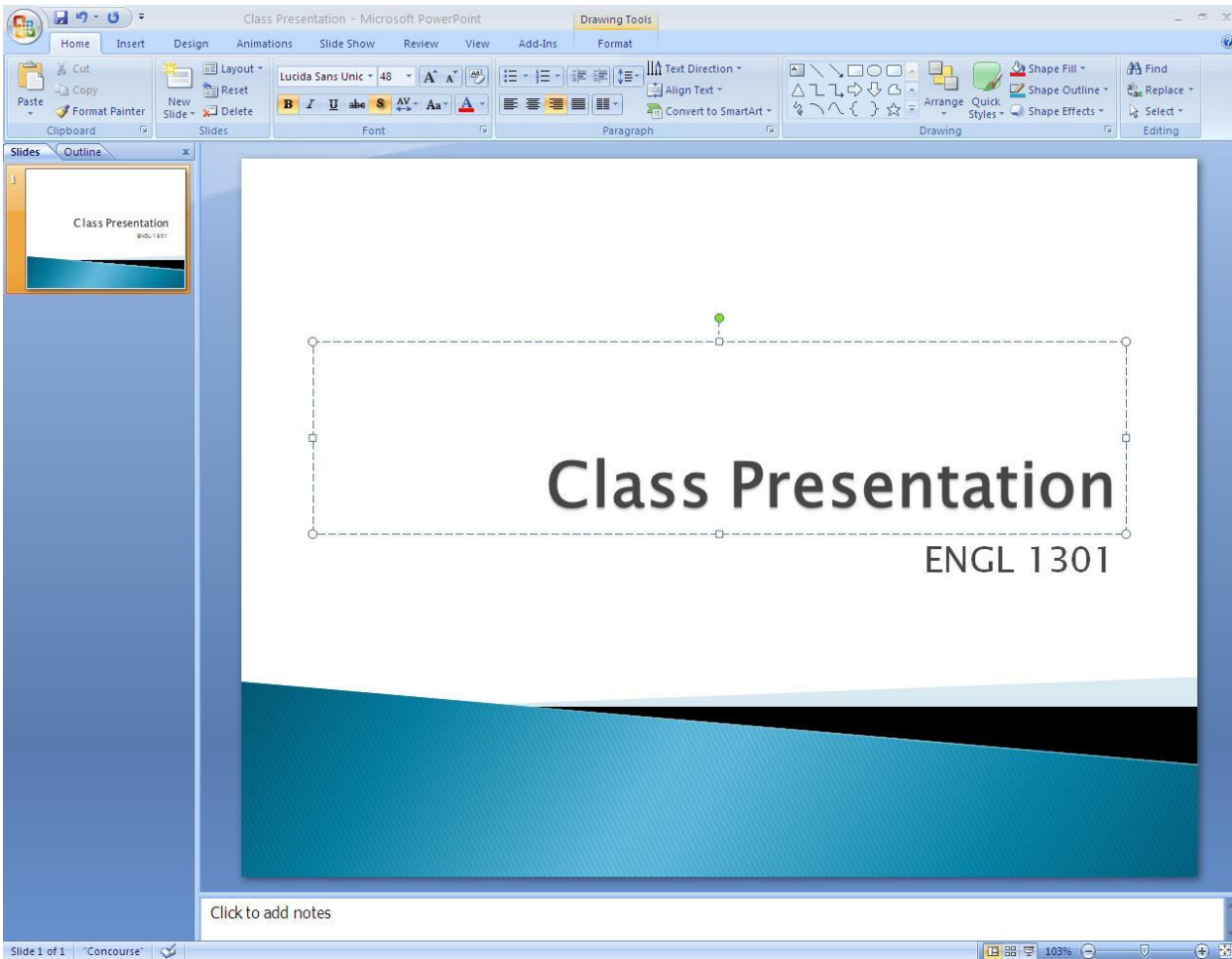
15. Which button would you click to Print the current slideshow?



16. Which button in the toolbar would you click to add a New slide to the presentation?



17. Which button allows you to open Slideshow view with one click. Identify your answer in the image below.



ANSWERS

1. Mouse

2. Internal Hard Disk

3. Gigabyte.

Gigabyte refers to a number of bytes that can be stored on a storage device.

Bps is bits per second and is used to measure transmission speeds.

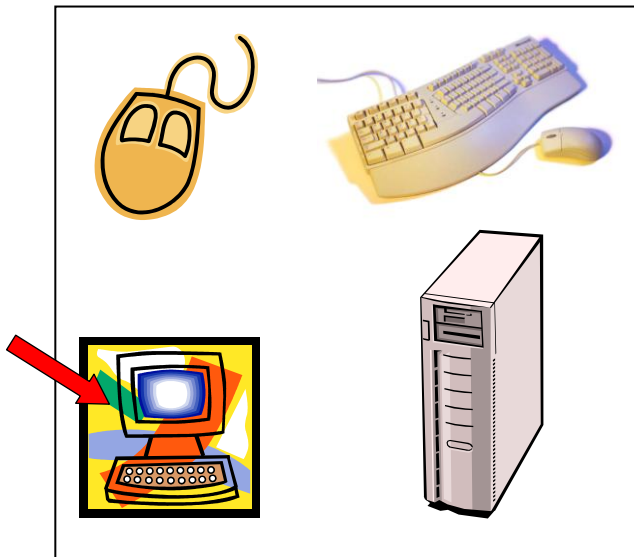
Gigahertz measures processor speed.

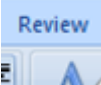
Dpi stands for dots per inch and is used to measure resolution of an image.

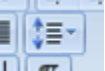
4. computer monitor.


The mouse and keyboard are input devices.

The tower contains the processor, hard drive, memory and expansion cards.




5.  Since the question asks “which tab,” you would need to click the correct tab to find the answer

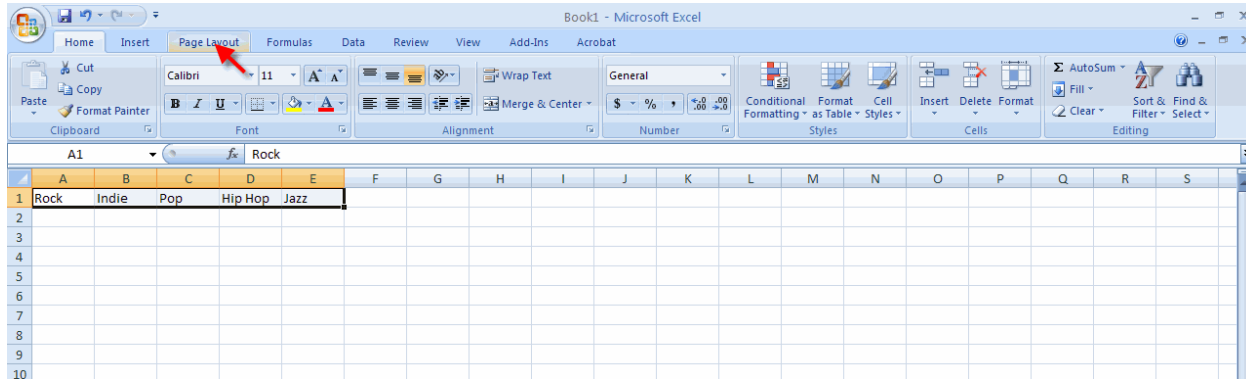
6.  The question asks about the “toolbar” so choose the button that affects line spacing.

7.  AutoSum button

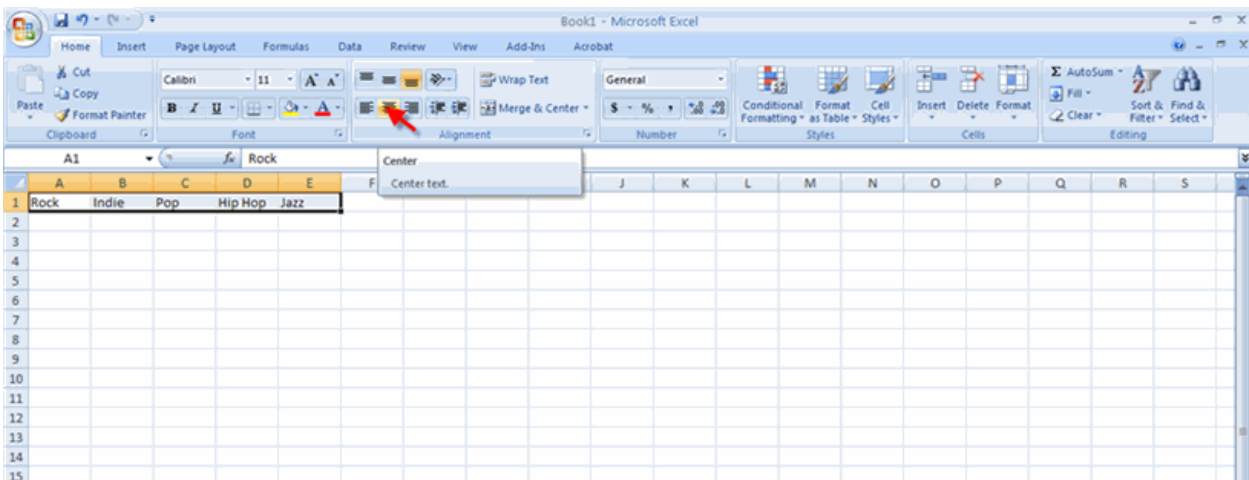
8.  A1 Cell address

9.  Hyperlink Icon

10. Since the print area tool is not located on this screen, you would have to click the Page Layout tab to access the print area tool:



11. Although there are several ways to center text in a cell, the question asks **Which button should you click.** . . Therefore, you would want to find the icon that is used to center text and click on it:

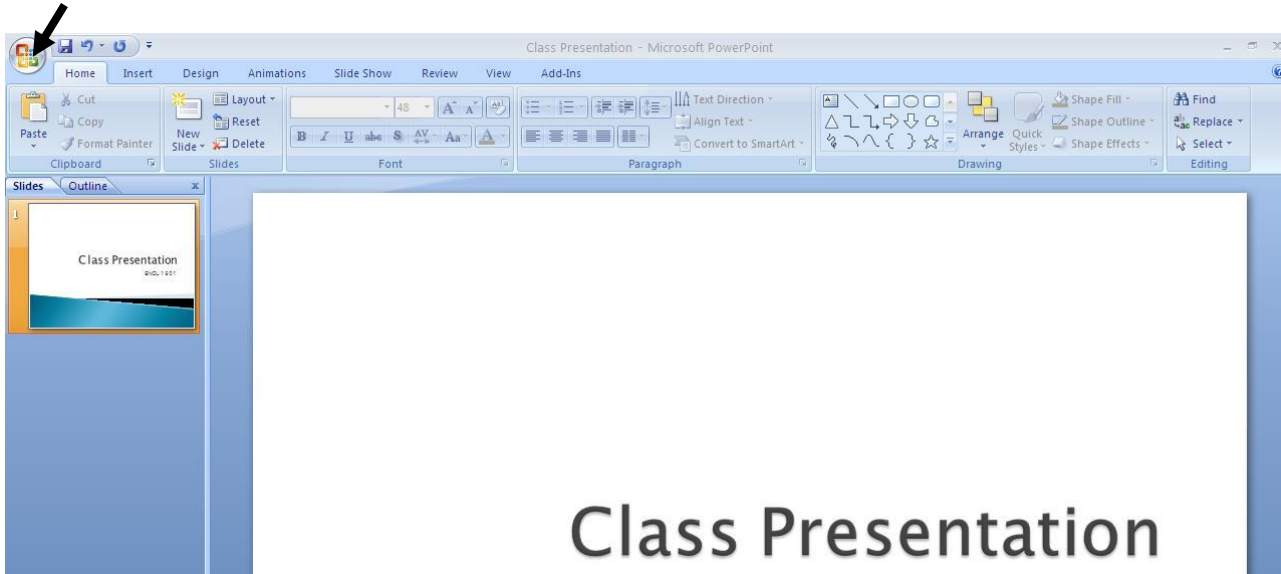


12.  Space bar

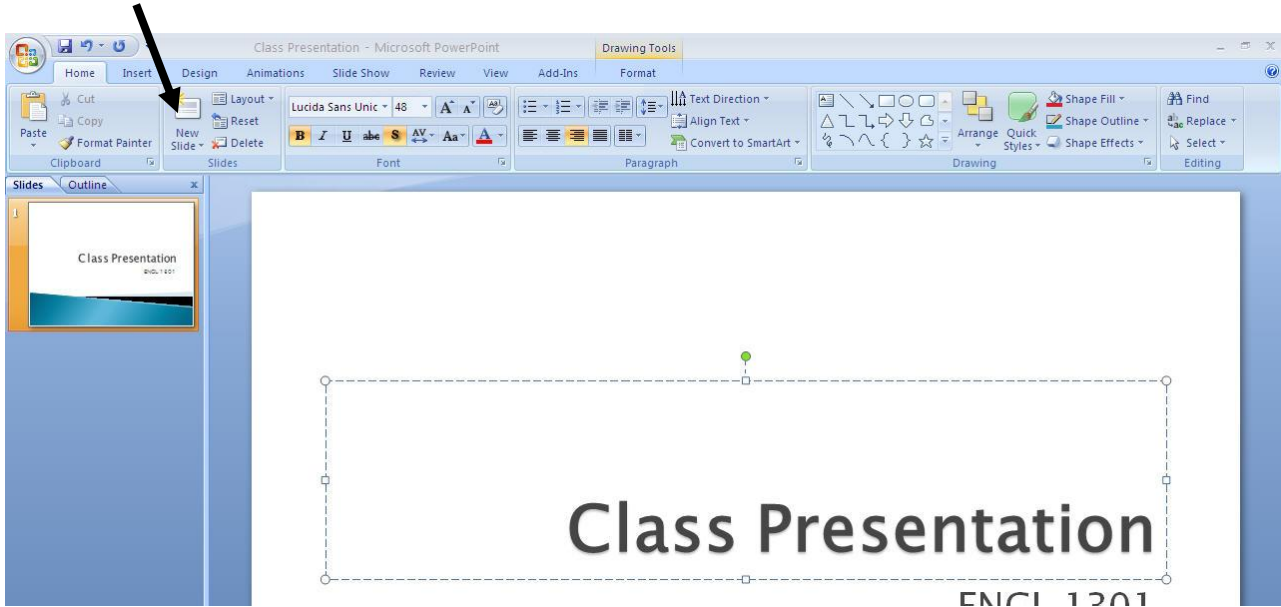
13.  New Slide Icon

14.  Slide Orientation Icon

15. Since the button to Print is not readily available in the toolbar, you would click the Office button to locate the Print function



16. Since the question asked about a specific "button" you would go to the toolbar for this answer.



17. Since the question asked about “which button” you would locate the appropriate button on the screen for the answer to this question.

