

# Computer Competency Test Preparation Workshop

## Application Test – Hands-on Exercises

### Microsoft Access 2010— Project Specifications

You will be asked to create a small database and produce reports of the data contained in it.

In Class example:

- Create a new database named “GCC Students” to track student information at Germannanna. Create two database tables, “Students” and “Advisors,” that contain student and advisor information respectively. The table designs should include the following items:
  - Student ID, First Name (student), Last Name (student), Curriculum, GPA, Advisor ID, Advisor Name and Office.
  - Populate each tables by inserting multiple records
  - Create the following two reports from the tables created above:
    1. A listing of all students including Student ID, First Name, Last Name, GPA, and AdvisorID
    2. A listing of all advisors including Advisor Name and Office Number.
  - Print the reports.
  - Save the reports to storage medium such as a floppy disk or flash drive.

## Microsoft Access 2010 — Project How To's

### How to Create Database & Database Table

1. Click the **Start** Button on Windows Task Bar.
2. Point to **Programs** (to open Programs Sub Menu) and select **Microsoft Office**.
3. Click on **Microsoft Access 2010**.
4. Click on **Blank Database** in the top window pane.
5. Under "File Name," press the folder icon to the right of the text field to set a save location.
6. If using a floppy disk, select 3 ½ Floppy (A:). If using a flash drive, select the appropriate drive letter.
7. Type in "**GCC Students**" under File Name.
8. Make sure the text field says "**GCC Students**" and the location is correct and press **Create**.
9. A Table is automatically created; select the table in the left pane and click the "**View**" button that looks like a triangle, ruler, and pencil. It is the first icon located on the Ribbon toolbar. This will change the table into **Design View**.
11. A prompt box will appear to set the name of the Table, change the name to "**Students**" and click "**OK**".
12. Now design view is displayed and a field called "**ID**" that was automatically created will be seen. Right click the field and select "**Delete Rows**" from the menu. Click "**Yes**" to confirm deleting the primary key.
13. We are now ready to enter the field names, data types and descriptions from the table below.

field name	data type	description
Student ID	text	Student Identifier
First Name	text	First Name of Student
Last Name	text	Last Name of Student
GPA	number	Grade Point Average
Advisor ID	text	Advisor Identifier

14. Select the field GPA. Locate the Field Properties Pane at the bottom of the window. Change the Field Size to "**Single**", Format to "**Standard**", and Decimal Places to "**1**".
15. When finished, press the "**Save**" disk icon on the Quick Access Toolbar at the top left of the screen.

## Microsoft Access 2010 — Project How To's

### How to Create Database & Database Table (Continued)

1. To create the second table, click the “**Create**” tab on the Ribbon. Create a new table by selecting the “**Table**” icon in the Tables group.
2. Follow the steps on the previous page to save the table as “**Advisors**,” delete the primary key, and enter the field parameters from the table below.

field name	data type	description
Advisor ID	text	Advisor Identifier
Advisor Name	text	Name of Advisor
Curriculum	text	Subject of Advisor
Office Number	text	Advisor Office Number

3. Save the table by clicking the disk icon on the Quick Access Toolbar.
4. Right click on either tab that is above the design view of the tables and select “**Close All**.”

### How to Input Data

#### Table 1 – Students

1. Double Click on the table “**Students**” located in the left window pane.
2. The table should enter in “**Datasheet View**”; if not, adjust it by changing the View type by clicking the view arrow icon in the View group and selecting “**Datasheet View**.”
3. Enter the following data into the “**Students**” table:

Student ID	First Name	Last Name	GPA	Advisor ID
1234567	Ally	Gaydur	2.1	B01
2345678	Crawl	Codial	3.9	B01
3456789	Moe	Nalisah	2.9	A01
4567890	Amy	Noaceed	3.2	C01
5678901	Indy	Gerr	4.0	M01
6789012	Graham	Merr	3.6	E01

## How to Input Data (Continued)

**Table 2 – Advisors**

1. Double Click on the table **Advisors**.
2. Enter the data as follows:

Advisor ID	Advisor Name	Curriculum	Office Number
A01	Leonardo da Vinci	Art	112B
B01	Adam Smith	Business	223A
C01	Robert Goddard	Chemistry	311C
E01	Thomas Paine	English	223F
M01	Johann Bernoulli	Math	311E

3. Click on the **X** (upper right corner) to close data input window.

## How to Create a Report

1. Click on **Create** tab on the Ribbon.
2. The fifth column contains Report Create options. Select **Report Wizard**.
3. Select **Table: Students** table from tables/queries list.
4. Select the following fields by clicking on each field and pressing the “>” button: **Student ID, First Name, Last Name, GPA, Advisor ID**.
5. Click **Next**.
6. Click **Next** (to indicate no grouping).
7. Click **Next** (to indicate no sort).
8. Click **Next** (default layout).
9. Click **Finish** (to preview).
10. Click on **Print** icon to print report.
11. Right-Click the **Students** tab, and click **Close**.



## How to Create a Report (Continued)

1. Select **Report Wizard**.
2. Select **Table: Advisors** table from tables/queries list.
3. Add the available fields: **Advisor Name** and **Office Number**.
4. Click **Next**.
5. Click **Next** (to indicate no grouping).
6. Click **Next** (to indicate no sort).
7. Click **Next** (default layout).
8. Change the title of the Report to **Advisor Locations** and Click **Finish** (to preview).
9. Click on **Print** icon to print report.
10. Right Click the **Advisor Locations** tab and click **Close**.
11. Click on the **X** (upper right corner) to close Access window

## Microsoft Excel 2010— Project Specifications

Create a new spreadsheet that contains the grade-book of a class that has four tests. The grade-book will contain five students, each test score for each student with a final grade (average of the tests) and an average per test of all students. The following table below has the data:

	Amy	James	Mike	Sarah
Test 1	88	91	77	88
Test 2	90	86	78	88
Test 3	99	82	81	81
Test 4	98	90	79	85

### How to create a spreadsheet:

1. Open **Microsoft Excel 2010**
2. A prompt-box may appear asking for Name and Initials. Click “OK”
3. A blank workbook will appear with “**Sheet1**” selected.
4. Enter the data from the table above into the cell range: **A1** through **E5** (“Amy” is **B1**, “James” is **C1**, etc.).
5. Select cell **A6** and enter the text “**Final Grade.**”
6. Select cell **F1** and enter the text “**Average per Test.**”

### How to insert functions in a spreadsheet:

1. Click the empty cell: **B6** and type **=AVERAGE(B2:B5)** then press enter. (93.75)
2. Click the empty cell: **C6** and click the “**Formulas**” tab on the Ribbon. Click the drop-down box below “**AutoSum**” and select “**Average.**”
3. By default, the range that Excel suggests here is **C2:C5** which is the correct range for James. Accept the suggestion by pressing Enter. (87.25)
4. Select cell **C6** which has the final grade for James.
5. Move the cursor to the bottom right corner of the cell. When in the proper place, the cursor will change to a black plus-sign. Click and drag the cursor to cell **E6**. This automatically copies the formula from **C6** to **D6** (78.75) and **E6** (85.5).
6. Perform similar methods to insert the average formulas into cells **F2** through **F5**.



## How to format the data of a spreadsheet:

1. Once the data has been inserted, the font face, color, size, style etc. can be adjusted by selecting the **“Home”** tab of the Ribbon.
2. Select the entire spread sheet by clicking the box in the top left corner of the spread sheet that is in line with both the column letters and the row numbers. Once selected, change the font to **Century Gothic** and size 12. An entire column of data can be selected by clicking the letter that represents a column. An entire row can be selected in the same fashion by clicking the row number.
3. Select cells **B1:F1** and **Bold** and **Center** the cells. The **Bold** and **Center** justifications are located on the Home tab of the Ribbon.
4. Now select cells **A2:A6** and **Bold** and **Center** the cells as well.
5. Select the range of cells **B2:E6** and change the format to two decimal places by clicking the **“Increase Decimal”** button twice in the **Number** column of the Ribbon.
6. Now automatically adjust the size of each column by double-clicking the line in-between each column. The cursor will change to a black bar with an arrow pointing each direction when it is correctly located between columns.
7. Click the **File** tab on the Ribbon.
8. Click the **Save** Icon and select the save location as **3 ½” Floppy** (or appropriate drive) and name the workbook **Grade Book**.
9. Press **Save**.
10. Click the **File** tab on the Ribbon and select **Print** and then select the square **Print** button.
11. Close **Excel** by clicking the **X** in the top right corner.

## Microsoft PowerPoint 2010 — Project Specifications

You will be asked to create a PowerPoint presentation using Microsoft PowerPoint. Use either the Wizard or the Blank Presentation. The example that follows will walk through a blank presentation.

This example will utilize the internet in creation of a slideshow. Create a presentation about a favorite location to visit. Use pictures, facts and information obtained from internet searches to create a four-slide presentation.

Example:

- Colonial Jamestown established in 1607 C.E.
- Located near Williamsburg, VA
- \$10.00 per person open 8:30am to 4:30pm all year except Thanksgiving, New Years and Christmas.
- Over 500 restored buildings
- Art Galleries, History Lessons
- Live the life of a colonist!



## Microsoft PowerPoint 2010— Project How To's

### How to Create a Presentation

1. **Open Microsoft PowerPoint 2010**
2. By default, PowerPoint will open a blank presentation with **Title & Sub Title** Layout.
3. Type in appropriate **Title & Sub Title** text.
4. To insert new slide: on keyboard type shortcut keys “**CTRL-M**” or click on “**New Slide**” from the Slides group in the Home tab.
5. Select preferred Layout from Layout Gallery by clicking the **Layout arrow** found in the Slides group.
6. Input appropriate text.
7. Insert **New Slide** (see step 4 above for options)
8. Select preferred **Layout** from Layout Gallery by clicking the Layout arrow found in the Slides group.
9. Input appropriate text and/or pictures (pictures like Clip Art, photographs, etc. can be inserted by clicking the **Insert** tab and making the desired selection from the Menu Bar).
10. Click on the **Disk** icon on the Quick Access Tool Bar to save presentation.
11. Select the save location “**A:\**” if using a floppy disk, or the appropriate drive letter, if using a flash drive.
12. Click on the **X** (upper right corner) to close PowerPoint window.



## Microsoft Word 2010 — Project Specifications

You will be asked to create, format and modify a simple document using Microsoft Word.

**In Class example:**

**Type in the Following:**

Computer Competency Requirement

If you are planning to graduate from a program of 45 credits or more at GCC, you will need to satisfy the computer competency requirement by passing a computer competency course, or by passing the Computer Competency Test.

The Computer Competency Test can be taken only once, and a score of 70% or higher on each section is required to pass.

The intended computer competency course is ITE 115.

## Microsoft Word 2010— Project Specifications (continued)

Set-up word document as follows:

1. Top margin = 1.5 inches, Left & Right margin = 1.0 inches, Bottom margin = 1.5.
2. Change font to Papyrus, size 14 point font.
3. Bold and center the Title.
4. Double-space the entire document.
5. Insert a page break between first and second paragraph.
6. Add page numbering to the entire document; suppress page numbering on first page.
7. Save document as MyDocument.doc onto disk.
8. Print a copy of the document.

## Microsoft Word 2010— Project How To's

1. Open Microsoft Word 2010.
2. Type in the text from the previous page.
3. To change Margins click on the Page Layout tab of the Ribbon and press the options box, located at the bottom left of the Margin group box. Select Custom Margins. A form will pop-up with custom margin settings. Change the top and bottom margins to 1.5 and the left and right margins to 1.0. Click Ok to make the changes.
4. To change Fonts, highlight the text to be altered (in this case, all of it), then click the Home tab of the ribbon. In the Font group of the Ribbon, select Papyrus from the font combo-box, and 14 from the point-size combo-box.
5. To Bold and Center the title, select the title, then click on the bold (B) and center alignment icons from the Font group of the Home tab.
6. To Double-space the entire document, first select the text of the entire document. Select the Home tab of the Ribbon and press the Line and Paragraph Spacing command icon on the Paragraph group. From the drop down box, select Line Spacing Options. A form will pop-up with custom paragraph settings. Change the Line Spacing combo-box from Single to Double.
7. To Insert a Page Break between paragraphs, place the cursor between the first and second paragraphs and press CTRL-Enter to insert a page break. A page break can also be inserted by selecting the Insert tab of the Ribbon and pressing the Page Break command in the first group labeled Pages.
8. To Add Page Numbering (and suppress numbering on page 1) click the Insert tab of the Ribbon. Click the Page Number command icon located in the Header & Footer group.
9. A drop down box will appear, select the option Top of Page and then select the option that has the page number of the far right. You will return to the document with a new tab on the ribbon called Design. Click the checkbox in the group Options called Different First Page.
10. Click the Review tab of the Ribbon and click the Spelling & Grammar command of the Proofing group...

## Internet Browser — Project Specifications

You will be asked to answer questions gathered by researching topics using an Internet browser such as Internet Explorer or Mozilla Firefox.

In Class example:

Answer the following questions:

1. **What is the capital of Swaziland?**
2. **What range of years was the “French and Indian War?”**
3. **Who is the current governor of New Mexico?**
4. **What are the hours of Math Lab at Tutoring Services?**  
(HINT: go to Germanna’s Web Site)
5. **What are the hours of the Fredericksburg Campus Testing Center on Fridays?**  
(HINT: go to Germanna’s Web Site)

**Search Engines:**

[www.ask.com](http://www.ask.com)  
[www.google.com](http://www.google.com)  
[www.lycos.com](http://www.lycos.com)  
[www.yahoo.com](http://www.yahoo.com)

1. **Create** a document (A Microsoft Word document is sufficient) with the **answers** to the questions and the **URL** of where the information was located.
2. **Save** the file to a your floppy disk or flash drive.
3. **Email** the file (as an attachment) from your Student Email account to **jtea@germanna.edu**