

BCIS 2610 -- EXAM 1 STUDY GUIDE

Exam Time: When your section meets (the exam duration is 45 minutes).

Exam Location: Where your section meets

REMINDER OF EXAM POLICIES

1. You must present your Student ID card, or other acceptable picture ID, when turning in the exam.
2. Closed books, closed notes
3. No electronic devices. Cell phones are to be switched off.

EXAM ADMINISTRATION

- We do not supply you with pencils. Bring two sharpened No. 2 pencils, and a good eraser that does not leave smudges.
- We will supply the machine-readable sheet(s) for you to use, as well as a numbered exam.
- Follow the instructions provided by your section's instructor.

MATERIAL TO BE COVERED ON THE EXAM

*** (This is an NOT an exhaustive list of topics, but paying more attention on these areas will help you focus your exam preparation effort.)***

Amer, COMPUTERS IN OUR WORLD, CHAPTER 1

1. Understand the key terms at the end of the chapter (p. 24).
2. Some review questions:

QUICK QUIZZES

1) ____ uses computers to test product designs.

Answer: Computer-aided engineering (CAE)

2) What is the first step in the CIM system process?

Answer: product design with CAD (computer-aided design)

3) True or False:

Dell Computer's built-to-order process is an example of just-in-time manufacturing.

Answer: True

4) What are some of the responsibilities of a WMS?

Answer: track items received, generate pick lists, label packages for shipping, and track receipt by customer

QUICK QUIZZES

1) What data does a bar code contain?

Answer: manufacturer and item number

2) Retail and grocery stores use the ____ bar code.

Answer: UPC (Universal Product Code)

3) A(n) ____ is an organization that collects credit-authentication requests and provides retailers with a payment guarantee.

Answer: acquirer

4) Define “opt in” and “opt out” customer preferences.

Answer: “Opt out” means customers will not receive marketing messages unless they specifically request them. “Opt in” means that customers instruct companies to share their information or use it for promotional purposes.

Amer, Computers in Our World, CHAPTER 2

1. Understand the key terms at the end of the chapter (p. 48).

2. Some review questions:

QUICK QUIZZES

1) GPS is an acronym for ____.

Answer: global positioning system

2) ____ are remote-controlled drones used in the military for surveillance over cities.

Answer: unmanned aerial vehicles (UAVs)

3) True or False: The precision of a smart bomb depends on how well the target has been mapped and whether the pilot has entered the proper coordinates into the weapon.

Answer: True

4) A(n) ____ uses computers and software to create a realistic experience of how events might occur under certain circumstances.

Answer: computer simulation

QUICK QUIZZES

1) True or False: Internet polling reflects the reactions of a true cross-section of voters.

Answer: False

2) Which voting system uses computer terminals, in which voters press buttons or touch images to enter their votes?

Answer: Direct recording electronic (DRE) machines

3) The USPS uses a(n) _____ system to read addresses, look them up in a database, and apply a POSTNET bar code.

Answer: optical character recognition (OCR) system

4) IRS _____ allows you to complete and submit your tax return over the Internet.

Answer: e-file

Amer, Computers in Our World, CHAPTER 3

1. Understand the key terms at the end of the chapter (p. 71).

2. Some review questions:

QUICK QUIZZES

1) A(n) _____ system is a management software system for health care industry, which maintains patient records and assists in billing and insurance claims as well.

Answer: electronic medical record (EMR)

2) True or false:

An MRI is used to record the electrical activity of the heart, show any abnormal rhythms, or detect muscle damage.

Answer: False (correct answer is EKG)

3) Give an example of a Web site that consumers can use to access health information.

Answer: WebMD Health, Yahoo! Health

4) What is an endoscope?

Answer: An endoscope is a tubular probe with a tiny camera that allows a surgeon to see images of the body's internal structures.

QUICK QUIZZES

1) _____ are weather balloons with high-tech instruments that collect data about the upper atmosphere.

Answer: Radiosondes

2) What type of satellite collects geographical and weather data?

Answer: Geostationary Operational Environmental Satellites (GOES)

3) The human _____ has around three billion pairs of bases in each cell.

Answer: genome

4) What is distributed computing?

Answer: Distributed computing uses the collective processing power of one or more computers to complete a large processing task.

MS EXPRESSION WEB, version 3 or 4

NOTE: You **are not**** responsible for knowing Unit H. You ****are**** responsible for knowing how to upload your site using the instructions provided in BCIS 2610.**

UNIT A

Key Terms with associated page numbers

- Web page (2)
- HTML (HyperText Markup Language) (2)
- Web site (2)
- Web browser (2)
- WYSIWYG (2)
- Web standards (2)
- Cascading Style Sheets (CSS) (2)
- Style sheets (2)
- Web server (2)
- Publish (2)
- World Wide Web Consortium (W3C) (3)
- Title bar (6)
- Menu bar (6)
- Common toolbar (6)
- Panels (6)
- Merged panels (6)
- Editing window (6)
- Quick tag selector bar (6)
- Show Design View (6)
- Show Split View (6)
- Show Code View (6)
- Status bar (6)
- Preview (8)
- Design view (10)
- Code view (10)
- Split view (10)
- Visual aids (12)
- Table (12)
- Headings (12)
- Form (12)
- Hyperlink (12)
- Headings (12)
- Form (12)
- Hyperlink (12)
- Breadcrumbs (14)

Quick Quiz:

1. Match the term to its definition:

- | | |
|------------------------------|--|
| 1. Cascading Style Sheets | a. Program that shows how the page will look as it's being designed |
| 2. WYSIWYG | b. Computer code |
| 3. Web page | c. Software that interprets HTML and displays it as text, images, etc. |
| 4. Web site | d. Rules regarding presentation and visual design of a Web page |
| 5. HyperText Markup Language | e. File management system |
| 6. Web browser | f. Collection of linked Web pages |
| | g. Text file |

Quick Quiz Answers: 1-d; 2-a; 3-g; 4-f; 5-b; 6-c

2. What does the <table> tag indicate? (Answer: The <table> tag indicates that the Tag Properties displayed apply to the selected table.)

3. 1. T/F: You can press [F4] to open the Help window.
2. T/F: Typing a question in the Search box and then clicking Search will bring up a list of related topics.
3. T/F: Breadcrumbs allow you to backtrack one level or several levels and see the path to the content you are currently viewing.
4. Breadcrumbs are a reference from what fairy tale?
(Answers: 1-F [use F1]; 2-T; 3-T; 4-Hansel and Gretel)

UNIT B

Key Terms with associated page numbers

- Site map (24)
- Page layout (24)
- Focus group (25)
- Visitor survey (25)
- Market research (25)
- Traffic analysis (25)
- Fixed page design (26)
- Liquid page design (26)
- Root folder (28)
- Dynamic Web Templates (28)
- CSS positioning (30)
- Divs (30)
- Home page (30)
- Title (32)
- Keywords (32)
- URL (34)
- Domain name (34)
- Assets (36)
- Folders (38)
- Publishing view (38)
- Source (38)
- Publishing source (38)
- Reports (38)
- Hyperlinks view (38)

QUICK QUIZ

1. List the six phases of Web site development in order. (Answer: research; planning; design; build; test; publish; market)
2. Describe the three options for creating sites. (Answers: (1) a simple Web site with one blank page; (2) an empty Web site to which pages can be added; (3) an entire Web site based on templates that generate all the pages of the site.)
3. MATCHING: Draw a line between each step and its corresponding description.
Step 1 1. Click the [Page Editor Options link](#), click the [CSS tab](#), then click [Reset Defaults](#)
Step 2 2. Click [File](#) on the menu bar, Click [Save](#), navigate to the folder and drive where you created your root folder, click the [root folder](#), click [Open](#), then click [Save](#)
Step 3 3. Click [File](#) on the menu bar, point to [New](#), then click [Page](#)

- Step 4 4. Type [name of file.css] in the File name box, then click [Save](#)
- Step 5 5. Click in the [page_content div](#) on the Untitled_1.htm page, then type [desired text]
- Step 6 6. Click [CSS Layouts](#) in the list on the left, then click the first [Header, nav, 2 columns, footer option](#) in the list of layouts
- Step 7 7. Click the [Sizing, positioning, and floating list arrow](#), click [CSS \(classes\)](#), click [OK](#), then click [OK](#) in the New dialog box
- Step 8 8. Click the [Page properties on the <body> tag list arrow](#), then click [CSS \(rules\)](#)

(Answers: Step 1 - #3; Step 2 - #6; Step 3 - #1; Step 4 - #8; Step 5 - #7; Step 6 - #5; Step 7 - #2; Step 8 -#4)

5. Identify at least one extension for the following file types:

<u>File Type</u>	<u>Answers</u>
A. Animation	.swf, .gif
B. Audio	.mp3, .mp4, .wav, .ram, .rm, .mid, .midi
C. CSS	.css
D. Dynamic	.aspx, .asp, .jsp, .php, .cfm
E. Graphics	.jpg, .jpeg, .gif, .png
F. HTML	.htm, .html
G. Video	.avi, .mov, .qt, .mpg, .mpeg, .ram, .rm, .flv, .wmv, .mp4

7. Quick Quiz: Matching (not all items will be used)

- | | |
|--------------------|--|
| A. Source site | i. The default view |
| B. Reports view | ii. Dual list of files |
| C. Folders view | iii. Provides an overview of available Web site reports |
| D. Hyperlinks view | iv. Shows how one file is linked to other files in the site |
| | v. Folder on hard drive, USB drive, or network drive that contains Web site files once published |

(Answers: A-v; B-iii; C-i; D-iv)

UNIT C

Key Terms with associated page numbers

- Paste Options button (48)
- Windows Clipboard (48)
- Pipes (50)
- Footer (50)
- Anchors (54)
- External links (54)
- Internal links (54)
- Destination anchor (54)
- Source anchor (54)
- Absolute URLs (55)
- Relative URLs (55)
- Target (56)
- Named anchor (58)
- Bookmark (58)
- E-mail link (60)
- Spam (60)

QUICK QUIZ

1. Why did the Web originate? (Answer: The Web originated as a way for scientists and researchers to exchange text-based documents.)
2. What did the inventors of the Web devise as a way to navigate between one document and another? (Answer: They developed hyperlinks, or links.)
3. What is the page_content div? (Answer: It's the main content container for the Web page.)
4. Circle the letter of the attribute that does **not** apply to Text-based navigation.
 - a. Helpful to visitors with disabilities
 - b. Helpful to visitors using handheld devices
 - c. Provides a convenient way to move to another page without scrolling
 - d. Easier for left-handed visitors to use
 - e. Helps search engines to find all the pages on your Web site(Answer: d – Easier for left-handed visitors to use)
5. True or False
 1. T/F: Internal links are links between pages or files within the same Web site.
 2. T/F: The source anchor leads to another page or file.
 3. T/F: You can click the Insert Hyperlink button on the Menu bar to open the Insert Hyperlink dialog box.
 4. T/F: When you create links between pages, the file location and name are both part of the link URL.(Answers: 1-T; 2-T; 3-F [the Insert Hyperlink button is on the Common toolbar]; 4-T)

6. True/False

1. T/F: A bookmark can also be called a named anchor.
2. T/F: You can use a bookmark to jump from one part of a long scrolling page to another.
3. T/F: A bookmark can be used as a source anchor.
4. T/F: Spaces are acceptable when naming a bookmark.

(Answers: 1-T; 2-T; 3-F [it can be used as a destination anchor]; 4-F [use underscores between words in a bookmark name, e.g. World_Bead_Collection])

7. Fill in the blank

1. When making sure your cursor is in the right div, you use the _____ and the _____ to check.
2. When pasting between pages, the formatting and _____ are maintained.
3. Links in the footer area are separated by a _____.

Answers: 1 – visual aids, quick tag selector bar; 2 – links; 3 – vertical pipe

UNIT D

Key Terms with associated page numbers

- HTML tags (72)
- Element (72)
- Attributes (72)
- Markup (72)
- Semantic markup (72)
- Screen reader (73)
- Visual hierarchy (76)
- XHTML (77)
- Ordered lists (78)
- Unordered lists (78)
- Definition lists (78)
- Browser defaults (79)
- Style rule (80)
- Selector (80)
- Declaration (80)
- Property (80)
- Value (80)
- Internal style sheet (80)
- External style sheet (80)
- Inline styles (80)
- Element-based style rule (82)
- Inheritance (84)
- Pixel (84)
- Hex value (84)
- Class-based rule (86)
- Cascade (86)

Quick Quiz:

1.
 1. The “M” in HTML stands for:
 - a. Master
 - b. Markup
 - c. Marking
 2. “Semantic” means:
 - a. Relating to meaning
 - b. Pertaining to the inventor of HTML code
 - c. Relating to grammar and spelling
 3. T/F: A screen reader proofreads a Web site before it is published to the Web.

Answers: 1-b; 2-a; 3-F (A screen reader is a device that enables people with vision impairment to use the computer; the device uses a synthesized voice to read the text on the screen.)

2. Fill in the blank

1. The _____ HTML element is used to create a new line of text within an existing paragraph without creating a new paragraph.
2. In HTML, the _____ tag is used to denote a paragraph element.
3. Using _____ view, you can continue to work in the Design pane and see the code generated by Expression Web.

(Answers: 1-
; 2-<p>; 3- Split)

3. Short Answer

1. Visual hierarchy means _____.
2. Expression Web uses XHTML. The "X" stands for _____.

Answers: 1-varying the size of the text elements in relationship to their importance; 2-Extensible

4. Matching (not all answers will be used)

- | | |
|-------------------------|---|
| 1. Style sheet | a. Tells the browser what the style should apply to |
| 2. Selector | b. Indicates how to change the property |
| 3. Internal style sheet | c. A collection of style rules |
| 4. Value | d. Describes what properties to change and how to change them |
| | e. Style rules enclosed in a special <style> tag |

Answers: 1-c; 2-a; 3-e; 4-b

5. Short Answer

1. An element-based style sheet uses an element selector to _____.
2. In the Apply Styles panel, by default, styles are organized according to _____.

(Answers: 1-redefine the look of an HTML element; 2-where they reside)

6. True and False

1. T/F: When choosing a font measurement unit, it is best to use 'ems' or percentages.
2. T/F: Pixels is an example of absolute measurement.
3. T/F: Hex value is a code used to define a specific font in CSS rules.
4. Short answer: Hex is short for _____.

Answers: 1-F (it's best to use pixels, which is an absolute measurement); 2-T; 3-F (hex value is a code that defines a specific color in CSS rules; 4-Hex is short for hexadecimal, which refers to the code containing six (hexi) numbers or letters.

7. Match the Dot! (not all answers will be used)

- | | |
|--------------------------------------|------------------------|
| 1. ID-based style | a. Yellow dot |
| 2. Class-based style | b. Blue dot |
| 3. Element-based style | c. Circle around a dot |
| 4. Inline style | d. Red dot |
| 5. Style is used in the current page | e. Green dot |
| | f. Brown dot |

Answers: 1-d; 2-e; 3-b; 4-a; 5-c

UNIT E

Key Terms with associated page numbers

- Image (97)
- Graphics (97)
- Dimensions (98)
- File size (98)
- Download time (98)
- JPEG (98)
- GIF (98)
- PNG (98)
- Alternate text (100)
- Long description (100)
- Resizing (102)
- Resampling (102)
- Cropping (104)
- Wrapping style (106)
- Thumbnails (108)

QUICK QUIZ

1. Matching (not all items will be used)

- | | |
|---------------|--|
| 1. JPEG | a. Used for drawings and simple graphics |
| 2. Dimensions | b. Amount of time it takes a page to load into a browser |
| 3. File size | c. Height and width of graphic, measured in pixels |
| 4. GIF | d. Used for photographs and detailed, multi-colored images |
| | e. Measured in kilobytes |

Answers: 1-d; 2-c; 3-e; 4-a

2. Fill in the blank








1. The _____ tag contains the path to the image file as well as the height, width, and other attributes of the image. (Answer:)
2. _____ is an attribute of the tag that describes the image in words. (Answer: Alternate text)

3. Short Answer

1. Resizing means _____
2. _____
Resampling means _____

Answers: 1 – changing the height and width attributes in the tag 2 – removing extra pixels, changing the dimensions and file size of the image

4. Identify these buttons.

	Name	Function
1.		_____
2.		_____
3.		_____
4.		_____
5.		_____
6.		_____
7.		_____

Answers: 1 - Rotate Right 90°; use to rotate selected picture 90° clockwise. 2 – Flip Horizontal; use to flip selected picture horizontally. 3 – Crop; use to trim unwanted areas from selected picture. 4 – Insert Picture from File; use to insert a new picture or replace selected picture. 5 – Send Backward; use to set selected picture to display beneath surrounding content. 6 – More Brightness; use to increase brightness of selected picture. 7 – Resample; use to increase or decrease pixel dimensions and physical file size of selected picture.

5. Matching (not all items will be used)

- | | |
|---------------------------|---|
| 1. Default wrapping style | a. Displays the picture on the right side with text wrapping around it on the left. |
| 2. Left wrapping style | b. Displays the picture with text starting at the bottom edge. |
| 3. Right wrapping style | c. Displays the picture on the left side with text wrapping around it on the right. |
| | d. Displays the picture in the middle with text wrapping all around it. |

Answers: 1-b; 2-c; 3-a

6. Short Answer

- Using thumbnails saves _____
- The default size for thumbnail images are _____ pixels wide and have a _____-pixel margin.

Answers: 1 – space on the page and minimizes download time. 2 – 100 pixels wide, 2-pixel margin.

7. True and False

- T/F You should change the default settings before creating a new thumbnail.
- T/F To make changes to an existing thumbnail, right-click on it, and select Change Thumbnail.
- T/F In the Save Embedded Files dialog box, you can drag the border between Name and Folder to make the Name column wider.
- T/F You can use Auto Thumbnail to create the thumbnail *and* link it to the larger image.

Answers: 1 – T; 2 – F (delete it, change the properties, then insert the picture again and re-create the thumbnail); 3- T; 4 – T.

8. Short Answers

1. Wrapping styles are found in the _____ tab of the Picture Properties dialog box.
2. Automatically generated styles are named _____.
3. To control the beveled edges on the thumbnail, use _____.

Answers: 1 – Appearance; 2 – incrementally; 3 – Page Editor Options

UNIT F

Key Terms with associated page numbers

- CSS box model (122)
- Content area (122)
- Padding area (122)
- Borders (122)
- Margin (122)
- Background-repeat (124)
- Background-attachment (124)
- (x) background-position (124)
- (y) background-position (124)
- Select tool (126)
- Eyedropper tool (126)
- Sample (126)
- Web-safe colors (126)
- Font family (132)
- Web-safe fonts (132)
- Generic font families (132)
- Serif (132)
- Sans-serif (132)
- Monospace (132)
- Id attribute (136)

QUICK QUIZ

1. Matching (not all items will be used)

- | | |
|-----------------|---|
| 1. Masthead | a. Contains the left_col and page_content divs |
| 2. Top_nav | b. Holds site content, both images and text |
| 3. Page_content | c. Used for main header and branding area for site |
| 4. Container | d. Can be used for horizontal navigation |
| 5. Footer | e. Holds text-based navigation and copyright notice |
| | f. Enclose padding and content areas |

Answers: 1-c; 2-d; 3-b; 4-a; 5-e

2. Label the CSS Box Model: Draw the CSS box model, and label margin area, padding area, content area, width, outer edge of element, and border. See F-1 for correct labeling.

3. Short Answer

1. Background-repeat controls _____
2. _____
Background-attachment controls _____
3. (X) background-position and (y) background-position control _____
_____.

Answers: 1 – whether and how the image repeats across the element; 2 – whether the image scrolls with the element’s content or stays fixed as the content scrolls over it; 3 – where the image is placed relative to the element’s left and top edges, respectively.

4. Short Answer

1. Web-safe colors are best used for _____
2. Use the eyedropper tool to _____
_____.

Answers: 1 – cell phones and handheld devices (these devices display fewer colors than the typical computer monitor); 2 – exactly match the color in an existing style rule or image.

5. Short Answer

1. The padding area _____
_____.
2. The margin area _____
_____.

Answers: 1 – creates space between the content and the border; 2 – creates space surrounding the other three components (borders, padding, and content).

6. True and False

- T/F Divs are usually assigned an id attribute
T/F ID attributes are preceded by a # sign.
T/F Designers like to use large font size to emphasize footer information.
T/F The Masthead div can be used for horizontal navigation.

Answers: 1 – T; 2 – T; 3- F (designers use smaller text size so that the footer doesn’t detract from more important content on the page); 4 – T.

7. Short Answers

1. A serif font has _____
_____. An example of serif font is _____
_____.
2. A sans-serif font has _____
_____. An example of sans-serif font is _____
_____.
3. A monospace font has _____
_____. An example of monospace font is _____
_____.

Answers: 1 – visible strokes at the end of the character, example: Times New Roman; 2 – no strokes at the end of the character, example Ariel; 3 – equal space between the characters, example Courier.

8. Fill in the blank

1. The New Style button is found on the _____ task pane.
2. The size of the font decreases as the heading _____.
3. By default, browsers display _____ as bolder than paragraph text.

Answers: 1 – Manage Styles; 2 – decreases; 3 – HTML headings.

UNIT G

Key Terms with associated page numbers

- Global navigation (148)
- Local navigation (148)
- Related navigation (148)
- Information Architects (IAs) (148)
- Card sorting (149)
- Interactive buttons (150)
- Rollovers (150)
- Original state (150)
- Hover state (150)
- Pressed state (150)
- Navigation bar (154)
- Pseudo-class (158)
- A:link (158)
- A:visited (158)
- A:hover (158)
- A:active (158)
- LoVe—HA (Link, Visited, Hover, Active) (158)
- Descendent selectors (159)

QUICK QUIZ

1. Fill in the blank

1. The original state appears _____
_____.
2. The hover state appears _____
_____.
3. The pressed state appears _____
_____.

Answers: 1 – when a visitor isn't interacting with the button; 2 – when a visitor points or hovers over the image; 3 – while a visitor is clicking on the button

2. Short Answer

1. The GIF image checkerboard indicates _____
_____.
2. The Image tab options allow you to change _____
_____.

Answers: 1 – transparent background; 2 – the height and width of the button

3. Definition

A navigation bar is _____.

Answer: a set of related navigation links

4. Short Answer

1. Navigation bars should be consistent from page to page _____

_____.

2. To maintain consistency from one page to the next, the designer should _____

_____.

Answers: 1 – to make it easy for visitors to navigate the site; 2 – copy and paste to add the navigation bar to subsequent pages

5. Matching (not all items will be used)

- | | |
|------------------------|---|
| 1. Pseudo-class | a. Defines properties for all instances of an element within a defined container. |
| 2. A:link | b. Indicates the link has been clicked but not released. |
| 3. Descendent selector | c. Demonstrates that a link has been visited more than once. |
| 4. A:active | d. Indicates the normal, unvisited state of a link. |
| | e. Defines properties for a particular state of the element. |

Answers: 1 – e; 2 – d; 3 – a; 4 - b

6. Short Answer

1. **LoVe-HA** stands for _____

_____.

2. The link state that doesn't require a style is the _____

_____.

3. The reason it doesn't require a style is because _____

_____.

Answers: 1 – a:link, a:visit, a:hover, a:active; 2 – a:active; 3 – it's seen for such a brief time that a style isn't critical.

Read the textbooks, review your lecture notes, and review the Expression Web assignment.

Good luck on the Exam!

BCIS 2610 -- EXAM 2 STUDY GUIDE

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Exam Location: Where your section normally meets.

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MATERIAL TO BE COVERED ON THIS EXAM

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AMER, COMPUTERS IN OUR WORLD, CHAPTER 4

1. Understand the key terms at the end of the chapter.
2. Some review questions:

QUICK QUIZZES

1) Name the components of a MIDI system.

Answer: MIDI port, MIDI protocol, and the Standard MIDI file format.

2) A(n) _____ is a peripheral device or chip that creates sound from digital instructions input by the user.

Answer: synthesizer

3) True or False: The RIAA is focusing primarily on companies in their battle against copyright infringement.

Answer: False

4) What is a fractal?

Answer: A fractal is an art form that uses mathematical formulas to create a geometric pattern that is repeated over and over, either at smaller or larger scales.

5) What is splitting?

Splitting involves segmenting a video into smaller scenes for easier editing.

6) _____ is a special effect in which one video image is transformed into another image over the course of several frames of video.

Answer: Morphing

7) True or False: It is legal to add still or video images to live broadcasts so that they look as if they are part of the original scene.

Answer: True

8) In 3-D animation, a(n) _____ model forms the basis for generating an artificial character or object.

Answer: wireframe

AMER, Computers in Our World, CHAPTER 5

1. Understand the key terms at the end of the chapter.

2. Some review questions:

QUICK QUIZZES

1) The _____ of an ECU allows the various modules in the car to send data to and from the ECU.

Answer: communications bus

2) Night vision systems generate an image of the road in black and white.

Answer: True

3) Where are the sensors of a collision warning system placed?

Answer: Sensors are placed on the bumper and below each door.

4) _____ is a system that maintains a safe driving interval between your car and other vehicles by changing the gears or by applying the brakes.

Answer: adaptive cruise control (ACC)

5) The _____ oversees all air traffic control in the United States.

Answer: Air Traffic Control System Command Center (ATSCC)

6) Who completes the preflight routine, which includes transmitting a flight plan to the air traffic control tower?

Answer: the pilot

7) What is the purpose of a global distribution system (GDS)?

Answer: maintain a database to provide travel providers and consumers information about available flights and seats and to manage inventory.

8) A(n) _____ helps train airline pilots by modeling the experience of being inside the cockpit of a plane.

Answer: flight simulator

AMER, Computers in Our World, CHAPTER 8

1. Understand the key terms at the end of the chapter.

2. Some review questions:

QUICK QUIZZES

1) A(n) _____ is a mathematical formula that generates a code from the contents of a message.

Answer: hash

2) True or False: E-SIGN does not specify a single technology that must be used to create digital signatures.

Answer: True

3) Yes or No: Does fair use limit the rights of copyright holders:

Answer: Yes

4) What is safe harbor?

Answer: Safe harbor protects companies from being prosecuted for copyright infringement if they notify used of their policies regarding copyright infringement.

QUICK QUIZZES

1) A(n) _____ is a set of written guidelines that outlines the obligations and responsibilities individuals have to their employers, schools, public, or society as a whole.

Answer: code of ethics

2) What organization wrote the Ten Commandments of Computer Ethics?

Answer: Computer Ethics Institute

3) True or False: It is illegal to return advertising links with search results.

Answer: False

4) What is shareware?

Answer: Shareware is copyrighted software that is distributed for free for a trial period.

MS EXCEL 2010

EXCEL TUTORIAL 1

1. A _____ is a collection of text and numbers laid out in a rectangular grid. (Answer: spreadsheet)
2. In spreadsheet terms, a(n) _____ contains an Excel chart that provides a visual representation of spreadsheet data.
 - a. Worksheet
 - b. Chart Sheet
 - c. Cell
 - d. Active cell(Answer: B)
3. A _____ reminds you why you created a workbook and what it contains. (Answer: documentation sheet)
4. To enter additional lines in a cell, press the _____. (Answer: Alt+Enter keys)
5. A _____ is a single point on a computer monitor or printout. (Answer: Pixel)
6. What is the default column width? (Answer: 8.38 standard-sized characters—about 8 or 9 characters)
7. True/False: If you increase the font size of characters, you can fit more text within a given cell. (Answer: False)
8. To select adjacent ranges, hold down the _____ key and then select the range.
 - A. Home
 - B. Shift
 - C. Alternate
 - D. Control(Answer: B)
9. True/False: To deselect a range, click in the selected range again. (Answer: False)
10. A(n) _____ is a mathematical expression that calculates a value. (Answer: formula)
11. True/False: A worksheet can contain the following type of data: text, numeric values, dates, and calculated values. (Answer: True)
12. The _____ calculates the total number of values. (Answer: D)
 - a. SUM
 - b. AVERAGE
 - c. MEDIAN
 - d. COUNT
13. True/False: Functions are used to simplify formulas. (Answer: True)
14. New Excel workbooks contain how many worksheets?
 - a. One
 - b. Two
 - c. Three
 - d. Four(Answer: C)
15. True/False: Worksheets cannot be deleted. (Answer: False)
16. To edit a cell's contents, you need to work in _____. (Answer: editing mode)

17. True/False: You can reverse more than one action by clicking on the Undo button's list arrow. (Answer: True)
18. To toggle in and out of formula view, press the _____ keys. (Answer: Ctrl+` keys. The ` grave accent symbol is usually located above the Tab key on your keyboard.)
19. _____ a printout reduces the width and the height of the printout to fit the number of pages you specify by shrinking the text size as needed. (Answer: Scaling)
20. If you forget to put an = sign at the beginning of a formula, what will appear in the cell? (Answer: The actual data you entered, not the calculation)
21. How can you correct the problem without re-keying the formula? (Answer: Press F2 (to edit the cell); press the Home key (to move the insertion point to the beginning of the cell); press the Equal sign; and press Enter)
22. If you create a copy of an existing worksheet and insert it between some existing sheets how will the copied worksheet be identified? (Answer: The worksheet will have the same name as the original, but with a (2) following the name.)
23. If you make a mistake while entering data, what can you do? (Answer: You can press the Esc key or click the Cancel button on the formula bar to cancel all of the changes you made while in editing mode.)
- 24.

KEY TERMS (page number for definition inside parentheses)

<ul style="list-style-type: none"> • active cell (EX 2) • active sheet (EX 2) • adjacent range (EX 23) • arithmetic operators (EX 30) • AutoComplete (EX 11) • autofitting (EX 17) • AutoSum (EX 23) • cell (EX 2) • cell range (EX 22) • cell reference (EX 6) • chart sheet (EX 5) • clearing (EX 20) • column headings (EX 2) • cutting (EX 28) • date data (EX 9) • deleting (EX 20) • drag and drop (EX 27) • Edit mode (EX 39) • Excel (EX 1) • formula (EX 22) • formula bar (EX 2) • formula view (EX 46) • function (EX 34) • landscape orientation (EX 44) • Microsoft Excel 2010 (EX 1) • Name box (EX 2) 	<ul style="list-style-type: none"> • order of precedence (EX 30) • Page Break Preview (EX 43) • Page Layout view (EX 43) • pixel (EX 16) • planning analysis sheet (EX 8) • point (EX 17) • portrait orientation (EX 44) • range (EX 22) • range reference (EX 24) • replacement string (EX 40) • row heading (EX 2) • scaling (EX 47) • search string (EX 40) • Select All button (EX 2) • sheets (EX 2) • sheet tab (EX 2) • sheet tab scrolling buttons (EX 2) • spelling checker (EX 22) • spreadsheet (EX 4) • Sum button (EX 23) • text data (EX 9) • text string (EX 9) • time data (EX 9) • truncated (EX 10) • view buttons (EX 23) • what-if analysis (EX 4)
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<ul style="list-style-type: none"> • nonadjacent range (EX 23) • Normal view (EX 43) • number data (EX 9) • operators (EX 30) 	<ul style="list-style-type: none"> • workbooks (EX 2) • worksheet (EX 2)
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EXCEL TUTORIAL 2

1. The _____ allows you to see the effects of formatting options on the workbook's appearance before you apply them.
 - a. Form Wizard
 - b. Theme
 - c. Live Preview
 - d. Print Preview (Answer: C)
2. True/False: The Office theme is the default theme. (Answer: True)
3. True/False: Italic and bold are examples of a font style. (Answer: True)
4. True/False: A type style is a set of characters that employ the same typeface. (Answer: False)
5. True/False: Theme colors are the 12 colors that belong to the workbook's theme. (Answer: True)
6. True/False: By default, Excel does not add background color to worksheet cells. (Answer: True)
7. True/False: You cannot change the background image of a worksheet. (Answer: False)
8. Excel stores dates and times as _____. (Answer: numbers)
9. Dates are actually measured from what date? (Answer: January 1, 1900 at 12 a.m.)
10. True/False: Combining several cells into one cell is called aligning. (Answer: False)
11. True/False: Text is oriented within a cell horizontally from left to right. (Answer: True)
12. You can also open the Format Cells dialog box by _____ a cell, and then clicking Format Cells on the shortcut menu. (Answer: right-clicking)
13. To see more Border options, in the Font group on the Home tab, click the _____. (Answer: Borders button arrow)
14. The most efficient way for copying only formatting is to use the _____ feature.
 - a. Copy
 - b. Ctrl-V (Paste) keyboard shortcut
 - c. Merge cells
 - d. Format Painter (Answer: D)
15. True/False: The Format Painter will allow you to copy formatting only to adjacent cells. (Answer: False)
16. True/False: A style is a collection of formatting. (Answer: True)
17. True/False: Excel has built-in styles to format worksheet titles. (Answer: True)
18. True/False: Only fonts, not colors or cell styles, are organized in theme and non-theme categories. (Answer: False)
19. True/False: You can save a workbook's theme as a file that can be used in other workbooks or Office files. (Answer: True)
20. True/False: To make a worksheet active, click on the sheet tab. (Answer: True)

21. To merge and center text in multiple cells, click the _____ button.
(Answer: Merge & Center)
22. True/False: After you apply a table style, you can choose which table elements you want included in the style. (Answer: True)
23. True/False: You can use cell styles and other formatting tools to individual cells and ranges to format Excel tables. (Answer: True)
24. True/False: Conditional formatting in a worksheet is special formatting applied when certain cell values meet one or more conditions. (Answer: True)
25. A _____ is a key that shows each color used in the worksheet and what it means. (Answer: legend)
- 26.
27. True/False: A data bar is a vertical bar added to the background of a cell.
(Answer: False)
28. True/False: If there is too much data to fit into the worksheet window, apply the Zoom tool. (Answer: False)
29. True/False: Hiding rows, columns, and worksheets is an excellent way to conceal extraneous or distracting information. (Answer: True)

KEY TERMS (page number of definition inside parentheses)

<ul style="list-style-type: none"> • accents (EX 62) • automatic color (EX 62) • automatic page breaks (EX 103) • banded rows (EX 82) • border (EX 59) • conditional format (EX 83) • custom color (EX 62) • Excel table (EX 83) • fill color (EX 59) • font (EX 58) • font size (EX 58) • footer (EX 82) • Format Painter (EX 58) • formatting (EX 60) • General number format (EX 68) • header (EX 82) • legend (EX 99) 	<ul style="list-style-type: none"> • manual page break (EX 103) • margin (EX 83) • merge (EX 58) • non-theme font (EX 61) • number format (EX 68) • points (EX 58) • print area (EX 102) • print titles (EX 82) • sans serif fonts (EX 61) • serif fonts (EX 61) • standard colors (EX 62) • table style (EX 83) • theme (EX 60) • theme colors (EX 62) • theme font (EX 61) • typeface (EX 58)
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EXCEL TUTORIAL 3

1. Use the _____ symbol to make a cell reference absolute.
 - a. asterisk *
 - b. number #
 - c. dollar \$
 - d. equal sign = (Answer: C)

2. True/False: A relative reference is a cell reference that changes when it is copied and pasted in a new location. (Answer: True)
3. True/False: Functions are organized in the Function Library group. (Answer: True)
4. True/False: To add a collection of numbers, use the COUNT function. (Answer: False)
5. To let Excel know you want to enter a formula, after clicking in a cell press the _____ key. (Answer: Equal sign =)
6. True/False: AutoFill copies content but not formats from a cell or range into an adjacent cell or range. (Answer: False)
7. True/False: The small black square in the lower-right corner of a selected cell or range is called the AutoFill button. (Answer: False)
8. If you don't want the cell reference to change when you copy the formula use the _____ reference. (Answer: absolute)
9. B\$4 is an example of a(n) _____ reference. (Answer: mixed)
10. What symbol appears at the beginning of a function? (Answer: An equal sign =)
11. A(n) _____ is a symbol that indicates the relationship between two values. (Answer: comparison operator)
12. True/False: The TODAY function doesn't have any arguments. (Answer: True)
1. True/False: The values returned by the TODAY and NOW functions are updated automatically whenever you reopen the workbook or enter a new calculation. (Answer: True)
13. The _____ function will return the monthly payment required to pay off a loan.
 - a. PV
 - b. PMT
 - c. NPER
 - d. RATE (Answer: B)
14. To determine how much an investment will be worth after a series of monthly payments at some future time, use the _____ function. (Answer: FV (future value))
15. : If you want to create a date value for the date represented by the year, month, and day arguments, you use which function? (Answer: DATE) If you want to create a function that displays the current date and time, you use which function? (Answer: NOW)

KEY TERMS (page number of definition inside parentheses)

<ul style="list-style-type: none">• absolute reference (EX 116)• arguments (EX 117)• AutoFill (EX 139)• AVERAGE function (EX 117)• comparison operator (EX 152)• compound interest (EX 157)• date function (EX 138)• fill handle (EX 139)• financial function (EX 138)• IF function (EX 138)• interest (EX 157)• logical function (EX 138)• MAX function (EX 117)•	<ul style="list-style-type: none">• median (EX 130)• MIN function (EX 117)• mixed reference (EX 117)• mode (EX 130)• nested (EX 130)• optional arguments (EX 117)• PMT function (EX 139)• principal (EX 157)• relative reference (EX 116)• required arguments (EX 117)• simple interest (EX 157)• SUM function (EX 117)• syntax (EX 127)• TODAY function (EX 138)
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EXCEL TUTORIAL 4

1. What is an embedded chart? What are the advantages and disadvantages of the embedded chart? (Answer: By default, a chart is inserted as an embedded chart, which means the chart is placed in a worksheet next to its data source. The advantage of an embedded chart is that you can display the chart alongside any text or figures that can explain the chart's meaning and purpose. A disadvantage is that an embedded chart covers worksheet cells, which might contain data and formulas.)
2. Each chart must have a(n) _____. (Answer: data source)
3. Which chart compares relative values of different categories to the whole?
 - a. Column chart
 - b. Pie chart
 - c. Bar chart
 - d. Line chart (Answer: B)
4. What is a chart style? (Answer: A chart style is similar to a cell style or a table style in that it formats several chart elements at one time. You can change the color and appearance of the slices by selecting a different chart style from the Chart Styles gallery on the Chart Tools Design tab.)
5. The ____ provides a description of the chart.
 - A. chart legend
 - B. chart title
 - C. data labels
 - D. chart location (Answer: B)
6. True/False: The color of pie slices can be changed. (Answer: True)
7. The ____ specifies the worksheet cells that contain the data on which the chart will be based.
 - a. chart type
 - b. chart options
 - c. chart source data
 - d. chart location (Answer: B)

8. True/False: A pie chart compares relative values of different categories to the whole. (Answer: True)
9. True/False: An exploded pie chart moves one slice away from the pie as if someone were taking the piece out of the pie. (Answer: True)
10. True/False: Leader lines can be added to labels placed outside the slices to connect them to their corresponding slices. (Answer: True)
11. True/False: Charts remain linked or connected to their data sources, even if they appear in different worksheets. (Answer: True)
12. True/False: If you change any values or labels in the data source, the chart must be manually updated to show the new content. (Answer: False)
13. The _____, or value, axis displays the values associated with the heights of each column. (Answer: vertical)
14. The _____, or category, axis displays the categories associated with each data value. (Answer: horizontal)
15. True/False: A bar chart compares values from different categories. (Answer: True)
16. An _____ chart element floats in the chart area and is not fixed to a particular position. (Answer: overlaid)
17. True/False: A line chart is often used to show trends and changes over time. (Answer: True)
18. True/False: Charts remain linked or connected to their data sources, even if they appear in different worksheets. (Answer: True)
19. True/False: If you change any values or labels in the data source, the chart must be manually updated to show the new content. (Answer: False)
20. True/False: The Select Data Source dialog box lists all of the data series displayed in the chart. (Answer: True)
21. What is the first step when adding a data series to a chart? (Answer: Select the chart to which you want to add a data series.)
22. True/False: A quick way to copy formatting is to use the Format Painter button. (Answer: True)
23. True/False: The Select Data Source dialog box lists all of the data series displayed in the chart. (Answer: True)
24. How do you know which type of chart to use with your data? (Answer: In general, pie charts should be used only when the number of categories is small and the relative sizes of the different slices can be easily determined. If you have several categories, use a column or bar chart. Line charts are best for categories that follow a sequential order. Be aware, however, that the time intervals must be a constant length if used in a line chart. Line charts will distort data that occurs in irregular time intervals, making it appear that the data values occurred at regular intervals when they did not. Pie, column, bar, and line charts assume that numbers are plotted against categories. In science and engineering applications, you will often want to plot two numeric values against one another. For that data, use XY scatter charts, which show the patterns or relationship between two or more sets of values. XY scatter charts are also good for data recorded at irregular time intervals. If you still can't find the right chart to meet your needs, you can create a custom chart based on the built-in chart types. Third-party vendors also sell software to allow Excel to create charts not built into the software.)
25. True/False: You cannot add text to a shape. (Answer: False)

26. To select more than one shape, hold down the _____ key, then click each of the remaining shapes. (Answer: Shift)
27. True/False: A chart sheet can contain embedded charts. (Answer: True)
28. True/False: A chart cannot be rotated in the chart sheet. (Answer: False)
29. The _____ represents the length of the object. (Answer: x-axis)
30. The chart's _____ controls how fast the chart appears to recede from the viewer's eye. (Answer: perspective)
31. A _____ is a mini chart that is displayed within a worksheet cell. (Answer: sparkline)
32. To create a set of sparklines, you first select a _____, and then you select a location range where you want the sparklines to appear. (Answer: data range)
33. A _____ is a conditional format that adds a horizontal bar to the background of a cell containing a numeric value. (Answer: data bar)
34. What are the three types of sparklines? Give an example of when each sparkline might be used. (Answer: There are three types of sparklines – line, column, and win/loss. A line sparkline might be used to show the sales history of a department. A column sparkline could be used to present a record of monthly temperatures and a win/loss sparkline could be used to show the season results for sports teams.)

KEY TERMS (page number of definition inside parentheses)

<ul style="list-style-type: none"> • bar chart (EX 184) • category values (EX 170) • chart (EX 170) • chart area (EX 171) • chart title (EX 171) • column chart (EX 184) • combination chart (EX 193) • data bar (EX 192) • data label (EX 171) • data marker (EX 171) • data series (EX 170) • data source (EX 170) • embedded chart (EX 170) • exploded pie chart (EX 184) • graph (EX 170) • horizontal (category) axis (EX 171) • leader lines (EX 182) • legend (EX 171) • line chart (EX 192) 	<ul style="list-style-type: none"> • perspective (EX 210) • pie chart (EX 174) • plot area (EX 171) • primary axis (EX 187) • scale (EX 187) • secondary axis (EX 187) • selection box (EX 176) • series name (EX 170) • series values (EX 170) • sizing handle (EX 176) • sparkline (EX 192) • tick marks (EX 171) • vertical (value) axis (EX 170) • XY scatter charts (EX 209) • x-axis (EX 209) • y-axis (EX 209) • z-axis (EX 209)
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EXCEL TUTORIAL 5: NOT ASSIGNED

EXCEL TUTORIAL 6:

1. True/False. When you edit cells in a worksheet group, the changes you make to one worksheet are automatically applied to the other worksheets in the group. (Answer: True)
2. To ungroup worksheets, right-click _____. (Answer: any sheet tab)
3. What is the first step in copying worksheets to another workbook? (Answer: Select the sheet tabs you want to copy)
4. True/False. The fastest way to copy an entire worksheet is to press and hold the Alt key as you drag and drop the sheet tab. (Answer: False)
5. What are the steps to enter a formula that references another worksheet? (Answer: Click the cell where you want to enter the formula. Type = and enter the formula. To insert a reference from another worksheet, click the sheet tab for the worksheet, and then click the cell or select the range you want to reference. When the formula is complete, press the Enter key.)
6. What is a 3-D reference? (Answer: It refers to the same cell or range in multiple worksheets in the same workbook.) What is a Worksheet Range? (Answer: It is the range of worksheets you want to reference.) What is a CellRange? (Answer: The same cell or range in each of those worksheets that you want to reference.)
7. A _____ is a connection between the files that allows data to be transferred from one file to the other. (Answer: link)
8. When two files are linked, the _____ file is the workbook that contains the data. (Answer: source)
9. The _____ is displayed at the end of the table. (Answer: Total row)
10. The _____ file (sometimes referred to as the *dependent* file) is the workbook that receives the data. (Answer: destination)
11. True/False. A reference in a formula that refers to another workbook is called a workbook reference. (Answer: False)
12. True/False. When you break a link using the Break Links command in the Edit Links dialog box, all the external reference formulas are converted to their most recent values. (Answer: True)
13. A _____ is a link in a file, (Answer: hyperlink)
14. True/False. To use a hyperlink, you click the anywhere inside the cell that contains the link. (Answer: False)
15. When you start Excel and see the blank workbook called Book1, you are actually using a workbook based on a template known as the _____ template. (Answer: default)
16. True/False. You can create a workbook with all the formulas and formatting you need and then save it as a template on which you can base other workbooks. (Answer: True)
17. A _____ is a workbook template you create that is ready to run with the formulas for all calculations included as well as all formatting. (Answer: custom template) Can you think of applications for creating a custom template?
18. _____ refers to data, applications, and even resources that are stored on servers that you access over the Internet rather than your own computer. (Answer: Cloud computing)
19. True/False. You can access your SkyDrive and the office Web Apps anywhere you have Internet access. (Answer: True)

20. True/False. When you save a worksheet as a Web page, Excel converts the contents of the worksheet into XML. (Answer: False)
21. True/False. You can save an item in a worksheet as a Web page. (Answer: True)

KEY TERMS (page number of definition inside parentheses)

<ul style="list-style-type: none"> • 3-D reference (EX 303) • cloud computing (EX 348) • custom template (EX 344) • default template (EX 341) • destination file (EX 320) • external reference (EX 320) • hyperlink (EX 337) 	<ul style="list-style-type: none"> • link (EX 321) • Office Web Apps (EX 348) • source file (EX 321) • template (EX 336) • Windows Live (EX 348) • worksheet group (EX 302) • workspace (EX 321)
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EXCEL TUTORIALS 7, 8, 9, 10, and 12: NOT ASSIGNED

EXCEL TUTORIAL 11

1. When a text file's data is separated by commas, it is said to be _____. (Answer: delimited)
2. True/False: A text file contains number, text, formulas, and special fonts. (Answer: False)
3. A _____ is a defined method of retrieving data from an external file. (Answer: connection)
4. To delete a connection to its data source, select the connection in the list in the Workbook Connections dialog box, and then click the _____ button. (Answer: Remove)
5. True/False: You can define how Excel updates, or refreshes, the data. (Answer: True)
6. 2. How do you apply a connection to a new location? (Answer: Click the Existing Connections button in the Get External Data group on the Data tab. Open the connection you want to apply, and specify the new location in the workbook.)
7. Where do you find the Trust Center in Excel? (Answer: Click the Office Button and then click the Excel Options button.)
8. You define a trusted location through the _____. (Answer: Trust Center)
9. True/False: When other users copy your Excel projects to their own computers, path names to external data sources might change and become unusable. (Answer: True)
10. A ____ is a file that stores a collection of related data. (Answer: database)
11. A ____ is a collection of data arranged in rows and columns. (Answer: table)
12. A ____ is a question you ask about the data in the database. (Answer: query)
13. True/False: In a database, a table and a query are actually the same thing. (Answer: False)
14. True/False: The first step in the Query Wizard is to create a data source. (Answer: True)
15. What is a filter? (Answer: When you filter data, you specify which records you want to retrieve using specific criteria.)

16. True/False: When Excel imports external data into a PivotTable, the initial table is empty (Answer: True)
17. True/False. You cannot connect a new PivotTable to an external data source. (Answer: False)
18. When you _____ a query, Excel retrieves the most current data from the data source, using the query definition you have created. (Answer: refresh)
19. _____ is a file format that allows for text formatting styles including boldface, italic, and color, but not advanced features such as hyperlinks or complicated table structures. (Answer: Rich Text Format (RTF))
20. How do you edit a Web query? (Answer: Web query files are simple text files, so you can view and edit their contents in Notepad. If you understand the Web query language, you can create sophisticated programs to retrieve and process Web data.)
21. _____ are abbreviations for the stock names used by the market. (Answer: Ticker symbols)
22. True/False: You cannot manually refresh a Web query. (Answer: False)
23. Data in an XML document is contained within_____. (Answer: elements)
24. A(n) _____ marks the beginning of the data value. (Answer: opening tag,)
25. A(n) _____ can be created that displays the layout of the elements in a schematic diagram. (Answer: data map)

KEY TERMS (page number of definition inside parentheses)

<ul style="list-style-type: none"> • bind (EX 670) • closing tag (EX 657) • column break (EX 620) • common field (EX 632) • connection (EX 615) • criteria (EX 636) • data source (EX 636) • database (EX 632) • delimited text (EX 614) • delimiter (EX 618) • element (EX 657) • Extensible Markup Language (XML) (EX 657) • external data range (EX 625) • field (EX 632) • fixed-width format (EX 614) • Microsoft Query (EX 633) • Office Open XML Format (EX 666) 	<ul style="list-style-type: none"> • opening tag (EX 657) • query (EX 633) • real-time data (EX 673) • record (EX 632) • refreshes (EX 626) • Rich Text Format (RTF) (EX 661) • root element (EX 667) • schema (EX 668) • stock chart (EX 615) • tables (EX 632) • text file (EX 614) • ticker symbols (EX 662) • trusted location (EX 629) • URL (Uniform Resource Locator) (EX 656) • Web query (EX 656) • XML data map (EX 657)
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Read the text, review your lecture notes, and review the Excel assignment.

Good luck on the Exam!

BCIS 2610 -- EXAM 3 STUDY GUIDE

Exam Time: When your section meets (the exam duration is 45 minutes).

Exam Location: Where your section normally meets.

REMINDER OF EXAM POLICIES

7. You must present your Student ID card, or other acceptable picture ID, when turning in the exam.
8. Closed books, closed notes
9. No electronic devices. Cell phones must be switched off.

EXAM ADMINISTRATION

- We do not supply you with pencils. Bring two sharpened No. 2 pencils, and a good eraser that does not leave smudges.
- We will supply the machine-readable sheet(s) for you to use, as well as a numbered exam.
- Follow the instructions provided by your section's instructor.

MATERIAL TO BE COVERED ON THIS EXAM

*** (This is an NOT an exhaustive list of topics, but paying more attention on these areas will help you focus your exam preparation effort.)***

MORLEY, UNDERSTANDING COMPUTERS, CHAPTER 4

1. Understand the key terms shown in **boldface** print in the chapter.
2. Answers to review questions at the end of the chapter:

Key Term Matching Answers

1. e
2. c
3. j
4. d
5. h
6. a
7. b
8. i
9. f
10. g

Answers to Self-Quiz

1. F
2. T

3. F
4. T
5. F
6. war driving
7. biometric
8. virtual private network or VPN
9. digital signature
10. a. 4 b. 3 c. 1 d. 2

Answers to Exercises

1.
 - a. C
 - b. C
 - c. C
 - d. U
 - e. U
2. No. It should be at least 8 characters long and should not be a recognizable name. Possible suggested names should include upper and lowercase letters, symbols such as jn14\$Dn2.
3.
 - a. public, private
 - b. private, public
10. private key; just you so don't need two keys
11. change the administrator password, enable encryption, hide the SSID, etc.

MORLEY, UNDERSTANDING COMPUTERS, CHAPTER 5

1. Understand the key terms shown in **boldface** print in the chapter.
2. Answers to review questions at the end of the chapter:

Key Term Matching Answers

1. j
2. h
3. b
4. e
5. i
6. d
7. c

- 8. f
- 9. a
- 10. g

Answers to Self-Quiz

- 1. F
- 2. T
- 3. T
- 4. F
- 5. F
- 6. disaster-recovery
- 7. digital counterfeiting
- 8. filter
- 9. opt out; opt in
- 10. a. 3 b. 4 c. 1 d. 2

Answers to Exercises

- 1.
 - a. 4
 - b. 3
 - c. 1
 - d. 2
- 2.
 - a. 4
 - b. 2
 - c. 1
 - d. 3
- 3. Don't leave it unattended in public places, don't leave it out in the open in your hotel room, use a cable lock if you have the notebook out on a table in a trade show or other busy location, etc.
- 4. To continue power to a computer when the electricity goes out. Sometimes a UPS also acts like a surge suppressor, but a surge suppressor does not power the computer, only protect it from power fluctuations.

5. Answers will vary. Student should state one computer-related security or privacy risk he or she encountered recently and at least one precaution that could be taken to minimize that risk.

MORLEY, UNDERSTANDING COMPUTERS, CHAPTER 8

1. Understand the key terms shown in **boldface** print in the chapter.
2. Answers to review questions at the end of the chapter:

Key Term Matching Answers

1. d
2. g
3. h
4. j
5. f
6. c
7. e
8. i
9. a
10. b

Answers to Self-Quiz

1. T
2. T
3. F
4. F
5. T
6. qubits or quantum bits
7. WiMAX
8. VeriChip
9. battlefield
10. nanotubes

Answers to Exercises

1.
 - a. C
 - b. O
 - c. I
 - d. S
 - e. P
 - f. O

2.
 - a. Holographic
 - b. Telesurgery

3.
 - a. 3
 - b. 4
 - c. 1
 - d. 2

4. LCD, because LCD displays require backlighting and OLEDs do not.

5. Wi-Fi because only short range networking is needed

POWERPOINT 2010

KEY TERMS for Tutorial #1 (page number for definition appears inside parentheses)

<ul style="list-style-type: none">• active (PPT 14)• AutoFit (PPT 11)• bulleted item (PPT 9)• bulleted list (PPT 9)• Clipboard (PPT 18)• content placeholder (PPT 7)• contextual spell-checking (PPT 46)• copy (PPT 18)• cut (PPT 18)• demoting (PPT 22)• Entrance (PPT 35)• Emphasis (PPT 35)• Exit (PPT 35)• first-level bullet (PPT 9)• Fit slide to current window button (PPT 3)• font (PPT 9)• font size (PPT 9)• Font style (PPT 14)	<ul style="list-style-type: none">• Notes Page view (PPT 44)• Outline (PPT 52)• Outline tab (PPT 2)• placeholder (PPT 5)• points (PPT 9)• PowerPoint (PPT 1)• Previous slide button (PPT 3)• progressive disclosure (PPT 35)• promoting (PPT 22)• Reading view (PPT 30)• second-level bullet (PPT 9)• sizing handle (PPT 14)• Slide pane (PPT 3)• Slide Show view (PPT 28)• Slide Sorter view (PPT 25)• Slides tab (PPT 2)• speaker notes (PPT 2)• spell-checking (PPT 45)• subbullet (PPT 9)
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<ul style="list-style-type: none"> • footer (PPT 43) • Full Page Slides (PPT 52) • graphic (PPT 12) • Handouts (PPT 52) • layout (PPT 7) • Motion Paths (PPT 35) • Next Slide button (PPT 3) • Normal view (PPT 4) • Note (speaker note) (PPT 44) • Note Pages (PPT 52) 	<ul style="list-style-type: none"> • subtitle text placeholder (PPT 5) • template (PPT 34) • text box (PPT 6) • text placeholder (PPT 5) • theme (PPT 2) • Theme colors (PPT 12) • Theme fonts (PPT 12) • Thumbnail (PPT 2) • title text placeholder (PPT 5)
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PPT CONCEPT REVIEW QUESTIONS

1. Know the definitions of and the differences between:
 - a. Formats
 - b. Styles
 - c. Themes
 - d. Templates.

2. Why is it important to understand your audience and its needs before preparing a presentation? How would a presentation differ if the audience was mostly teenagers as opposed to a presentation to an audience that is most adults?
3. How does the Style Checker differ from the Spell Checker? What kinds of things does the Style Checker identify?
4. What are thumbnails? (Answer: Miniature pictures so you can see a visual representation of several slides at once)
5. Which view is best for working with the content of the slides. (Answer: Normal view)
6. Which view would you run a slide show presentation in? (Answer: Slide Show view)
7. A(n) _____ is a region of a slide reserved for inserting text or graphics. (Answer: placeholder)
8. True/False: A bulleted list is a list of paragraphs with a special character to the left of each paragraph. (Answer: True)
9. The _____ contains a list of words and their synonyms, antonyms, and other related words. (Answer: Thesaurus)
10. True/False: The font style for the title text and the body must be the same. (Answer: False)
11. True/False: Some themes include graphics as part of the slide background. (Answer: True)
12. Speaker notes appear in which pane? (Answer: notes pane)
13. True/False: You can print notes pages. (Answer: True)
14. To print a presentation, first click the _____. (Answer: File Tab)
15. To preview a document, first click the _____. (Answer: File Tab)
16. True/False: If a presentation is edited and saved under the same file name, the original presentation file remains intact. (Answer: False)
17. Small circles and squares that appear at each corner and on the sides of an active text box are called _____. (Answer: sizing handles)
18. Moving an item higher in the outline, for example, changing a second-level bullet into a first-level bullet is called:
 - A. Demoting
 - B. Promoting
 - C. AutoCorrect
 - D. Font Style (Answer: B)
19. True/False: The Slide Sorter view displays all the slides in the presentation as thumbnails. (Answer: True)
20. True/False: Slides cannot be rearranged using the Slides tab in Normal view. (Answer: False)
21. A _____ is a PowerPoint file that contains a theme, sample text, and graphics on the slides or slide background to guide you as you develop your content. (Answer: template)
22. _____ are when text and objects follow a path on a slide. (Answer: Motion Paths)

23. True/False: The default for slide titles is to animate when the presenter advances the slide show. (Answer: True)
24. True/False: Slide show transitions can be applied in the Normal or Slide Sorter view. (Answer: True)
25. True/False: All slides in a presentation have to have the same transition. (Answer: False)
26. True/False: To view transitions between slides, the presentation has to start at the beginning of the slide show presentation. (Answer: False)
27. True/False: Dates and slide number are displayed separately from the footer text. (Answer: True)
28. True/False: Speaker notes will appear on the slide show when it is being presented to an audience. (Answer: False)

KEY TERMS for Tutorial #2 (page number for definition appears inside parentheses)

<ul style="list-style-type: none"> • adjustment handle (PPT 65) • animated GIF file (PPT 68) • aspect ratio (PPT 64) • bitmap (PPT 66) • broadcast (PPT 104) • clip art (PPT 68) • color saturation (PPT 64) • color tone (PPT 64) • cycle (PPT 92) • diagram (PPT 92) • handouts master (PPT 86) • header (PPT 102) • hierarchy (PPT 92) • keywords (PPT 680) • Layout masters (PPT 84) • list (PPT 92) • matrix (PPT 92) 	<ul style="list-style-type: none"> • Metafiles (PPT 66) • notes master (PPT 86) • organization charts (PPT 92) • picture (PPT 92) • pixels (PPT 66) • process (PPT 92) • pyramid (PPT 92) • radial diagrams (PPT 92) • relationship (PPT 92) • rotate handle (PPT 65) • Slide Master (PPT 84) • Slide Master view (PPT 85) • style (PPT 64) • target diagrams (PPT 92) • vector graphic (PPT 66) • Venn diagrams (PPT 92)
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PPT CONCEPT REVIEW QUESTIONS

1. We have learned how to add clip-art and other graphics (such as tables and diagrams) to a PowerPoint presentation. Is the best presentation the one that has the most graphics or diagrams? What are the advantages or disadvantages of including many graphics and illustrations?
2. When would a summary slide (or table of contents slide) be the most useful? How can it help people viewing your presentation? Would you ever want to

use both a table of contents slide and a summary slide? Does PowerPoint allow you to do this?

3. Why would it be best to use the same template throughout a presentation rather than changing every few slides? What about color: Would it be best to use the same color text throughout a presentation? Why or Why not?
4. What type of presentation (including design template, graphics, text colors, etc.) would be most appropriate if you were giving a presentation to students about upcoming outings planned for the student body? How would your presentation be different if you were presenting the proposed outings to the school administration and you are seeking their approval?
5. True/False: Metafiles contain bitmap and vector files. (Answer: True)
6. A _____ is a grid, or map, of square colored dots that form a picture. (Answer: bitmap)
7. True/False: Vector graphics can be created in programs such as Adobe Illustrator and CorelDRAW. (Answer: True)
8. True/False: A graphic stored on a computer cannot be inserted into a slide show. (Answer: False)
9. Both the Insert Picture button and the Picture button will open the _____ dialog box. (Answer: Insert Picture)
10. True/False: You can search for clip art using keywords and phrases. (Answer: True)
11. True/False: In Microsoft Office programs, sounds are also included in clip art collections. (Answer: True)
12. True/False: The size of an image can be changed by dragging its sizing handles. (Answer: True)
13. True/False: When you enlarge bitmapped images, the image quality stays intact. (Answer: False)
14. True/False: Bitmapped image file sizes are much larger than vector image file sizes. (Answer: True)
15. True/False: To add a shape to a slide, click a shape in the Shapes gallery and then click in the slide. (Answer: True)
16. True/False: You cannot edit or resize shapes that you selected from the Shapes gallery and inserted into a slide. (Answer: False)
17. True/False: Text can be added to a shape without selecting the shape. (Answer: False)
18. True/False: Once a shape is selected and text is added, you cannot delete the text. (Answer: False)
19. True/False: Text cannot be added to a slide other than in the placeholders included in the slide. (Answer: False)
20. True/False: If there are three text boxes on a slide, all three text boxes must have the same format. (Answer: False)
21. To rotate an object, you can use the _____ _____. A. Smart Guide
22. B.rotate handle C. Shapes Gallery D.Insert tab (Answer: B)
23. True/False: One way to modify slide masters is by changing the size and design of text in the content placeholders. (Answer: True)

24. The three placeholders at the bottom of the slide master are the _____, _____, and _____ placeholders. (Answer: Date, Footer, and Slide Number)
25. True/False: You resize a placeholder or a text box the same way you resize a graphic. (Answer: True)
26. True/False: If changes are made to an individual slide, those same changes will be applied to all slides. (Answer: False. In order for changes to be applied to all slides, those changes must be made in the slide masters.)
27. True/False: The title text can be modified in the Title Slide Layout. (Answer: True)
28. True/False: Special effects can be added to all or parts of a SmartArt diagram. (Answer: True)
29. A _____ is a large diagram composed of smaller objects, whose attributes and properties can be modified. (Answer: SmartArt diagram)
30. True/False: You should consider your audience when selecting appropriate graphics. (Answer: True)
31. True/False: All graphic file sizes are the same. (Answer: False)
32. A(n) _____ is a grid (or "map") of colored dots that form a picture. (Answer: bitmapped image)
33. The colored dots that comprise a bitmapped image are called _____. (Answer: pixels, which stands for picture elements)
34. True/False: PowerPoint contains two types of masters. (Answer: False)
35. The three text placeholders at the bottom of a Slide Master make up the _____. (Answer: footer)
36. True/False: You can only edit the title placeholder for the Slide Master when you are in Slide Master view. (Answer: True)
37. Altering the Slide Master is an easy and efficient way to provide uniform elements to an entire presentation. (Answer: True)
38. True/False: Some names of fonts include Arial and Times New Roman. (Answer: True)
39. True/False: Click anywhere on the title text, and then Ctrl-click the bulleted-list text box to select both text boxes. (Answer: False)
40. True/False: Click a blank area of a slide to deselect the text boxes. (Answer: True)
41. The default tabs are set at _____ intervals. (Answer: B)
A. one-half inch B. one inch C. one centimeter D. three-quarters of an inch
42. The default tab stops on the ruler are _____ tabs. (Answer: left)
43. True/False: PowerPoint provides a header placeholder on the Slide Master. (Answer: False)
44. True/False: PowerPoint provides both header and footer placeholders on the Notes and Handout Masters. (Answer: True)

45. True/False: PowerPoint comes with built-in table styles for each theme. (Answer: True)
46. A _____ diagram shows a sequence of steps in an activity. (Answer: process)
47. A _____ diagram shows information in a grid. (Answer: matrix)
48. To draw an equilateral triangle, circle, or square, hold down the _____ while you drag the pointer after selecting the triangle, oval, or rectangle shape, respectively. (Answer: Shift key)
49. If the text box jumps from one location to another as you drag it, and you can't position it exactly where you want it, hold down the _____ as you drag the box. (Answer: Alt key)
50. Slide thumbnails can be found in the _____ window. (Answer: Slide Sorter)

KEY TERMS for Tutorial #3 (page number for definition appears inside parentheses)

<ul style="list-style-type: none"> • active cell (PPT 145) • cell (PPT 138) • chart (PPT 144) • gradient fill (PPT 155) • Office theme file (PPT 173) • poster frame (PPT 123) • preview frame (PPT 123) • spreadsheet (PPT 144) • table (PPT 138) 	
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1. True/False. The design of the current presentation will override the design of the inserted slides. (Answer: True)
2. A _____ is a presentation design that contains the color, attributes, and format for text, and background for a presentation. (Answer: theme)
3. True/False. When you insert a video into a slide, the default is for it to play On Click. (Answer: True)
4. If a video is too long, or there are parts of the video that you don't want to show during the slide show, you can crop it using the _____ button. (Answer: Trim Video)

5. What are some examples of sound and graphic files that can be inserted into a presentation? (Answer: Sound recordings, digital videos, images created using graphics software, downloaded images, sound clips from the Internet, Clip Art sounds or movie files; built-in PowerPoint sound effects)
6. What is the most commonly used file format for short sound clips? (Answer: the Wave file format (.wav))
7. True/False. To add a sound clip to a slide, use the Audio button in the Media group on the Insert tab. (Answer: True)
8. True/False: A Play animation is automatically applied to the clip and is set to start On Click. (Answer: True)
9. You can apply the animation effects for sound and video clips on the _____ tab found on the Ribbon.(Answer: Animations)
10. A _____, is a visual depiction of data in a spreadsheet. (Answer: chart or graph)
11. PowerPoint inserts a sample chart into a slide and opens a _____ with sample data. (Answer: Microsoft Excel worksheet)
12. True/False: A second animation cannot be added to an object. (Answer: False)
13. Pulse is an animation option found in the first row under Emphasis. (Answer: True)
14. True/False: Animations within the same chart cannot have varying speeds. (Answer: False)
15. You can change the speed of an animation in the _____ box in the Timing group on the Animation tab.
 - A. Duration
 - B. Speed
 - C. Animation
 - D. Pulse (Answer: A)
16. True/False: Each of the built-in PowerPoint themes, including the default Office theme, has a set of 12 theme colors associated with it. (Answer: True)
17. True/False: If you've applied a theme or theme colors to a presentation, and then saved that presentation, the theme and colors will still be applied to that presentation even if you delete the theme or theme colors from the hard drive. (Answer: True)
18. True/False: When slides are reset, every object on that slide is reset. (Answer: True)
19. True/False: Sometimes a slide needs to get reset in order to pick up a new formatting. (Answer: True)
20. The _____ gallery is the place where you can change the background for slides.
 - A. Gradient
 - B. Background Styles
 - C. Create New Theme Colors
 - D. Shortcut (Answer: B)
21. True/False: If you want a background picture to become part of a theme, you need to add it to the slide background in the Slide Master view. (Answer: True)

True)

22. The default location for saving a theme is the _____.

(Answer: Document Themes folder)

23. The filename extension for Office theme files is _____.

A. .wav

B. .wmv

C. .thmx

D. .avi (Answer: C)

24. True/False: It is impossible to apply more than one theme to a presentation.

(Answer: False)

25. You can view slide masters for each theme in Slide Master view. (Answer:

True)

26. In order to apply changes to all the bullets within a slide show, you need to make the changes in the Slide Master view. (Answer: True)

Read the textbooks, review your lecture notes, and review the PPT homework assignment.

Good luck on the Exam!