Computer Technology: Online Tools

Final Exam Study Guide

Tables

* Column heading format
* main heading format
* identify:
  + column heading
  + right alignment
  + main title
  + body
  + sub title

MLA Documents

* spacing
* works cited format
  + title
  + hanging indent margins
  + spacing
* report heading format/location
* margins
* header includes and format
* Long quotation format

unbound reports

* page numbers format
* side heading format
* top margin for 2nd page
* margins
* title format

Email

* definition
* spacing
* adding attachments
* email heading order
* what is the difference between cc and bc
* subject line format

Proofreaders marks

* capitalize
* insert space
* transpose
* indent left
* indent right
* new paragraph
* delete
* close space
* ignore correction

Spreadsheets

* wrapping text
* adding pictures
* how to rename a spreadsheet
* how to determine the best fit for a column or row
* how are columns and rows identified
* what happens when you try to incorrectly type a formula?
* what is the best chart to use when comparing a part to a whole?
* how do you switch between worksheets?
* what does FV stand for in a payment function?

presentations

* Are you able to embed you tube videos into presentations?
* What can you use to add creative elements to your presentations?
* transitions/animations how to add?
* how are objects placed on a slide?

timings/formatting

* what is the amount of time we complete timings in?
* what is the rate of speed for keying?
* how many spaces is one tab?
* how do you measure the size of font?
* what is an example of a font?