

Computer Skills Placement Preparation
Microsoft Windows 8 and Microsoft Office 2013

The Computer Skills Placement portion of the Accuplacer consists of 70 questions on the concepts below. The questions are both hands on and multiple choice. A great site to review in preparation for this part of the placement test is: <http://office.microsoft.com/training> When you enter the site, choose the program you'd like to review and then select the 2013 videos and tutorials.

<p>Basic Concepts</p> <ul style="list-style-type: none"> • Application software • Computer hardware • Internet Vs. World Wide Web • E-commerce • Computer security • Copyright Protection 	<p>Information and Communication</p> <ul style="list-style-type: none"> • Searching within the Web browser • Saving images on a Web page • Sending email • Reloading Web pages • Accessing home page • Adding favorites
<p>Word 2013</p> <ul style="list-style-type: none"> • Navigating commands on the ribbon • Quick access toolbar • Headers and Footers 	<p>Excel 2013</p> <ul style="list-style-type: none"> • Formatting cells • Copying formulas/functions • Adding formulas/functions • The Office button Tabs
<p>Access 2013</p> <ul style="list-style-type: none"> • Primary keys • Formatting fields • Navigating through records • Filtering queries • Data types Running queries 	<p>PowerPoint 2013</p> <ul style="list-style-type: none"> • Slide layouts • Inserting clipart • Viewing a slide show