

## **CIS 110: Computer Concepts Objectives for Final Examination**

### **Word Processing**

- Create and save a document on disk
- Retrieve a document from disk
- Add, change or delete words within a document
- Use spell checker and thesaurus
- Change the tabs, line spacing, paragraph spacing, line justification and margins
- Change font name, style, size and color
- Create a bulleted or numbered list
- Create and edit a table
- Create header and/or footer with page numbers
- Insert hyperlink, images and clip art
- Bold, italic or underline text
- Print a document

### **Electronic Spreadsheet**

- Create and save a worksheet
- Retrieve a worksheet from disk
- Label alignment (left, right or center) within a cell
- Change font name, style, size and color
- Copy or move data within a worksheet
- Change worksheet or range format
- Adjust column width
- Add or delete a column or row
- Sum or average a column or row of numbers
- Use cell addresses, numbers, and arithmetic operations within a formula
- Use worksheet data to create graphs and charts
- Create header and/or footer with page numbers, filename and/or date
- Print a worksheet in regular or formula format

### **Internet**

- Open and use browser to find designated Web page using Search site
- Navigate around Web site using mouse and hyperlinks
- Print Web page
- Download graphics and images to another computer
- Download and/or run self-extracting file

## **Image Editor**

- Create a new image file
- Use the following tools:
  - Marquee tool
  - Eyedropper tool
  - Magnetic Lasso tool
  - Type tool
  - Dodge tool
  - Brush tool & change size
  - Clone Stamp tool
  - Background eraser tool
  - Move tool
- Crop image
- Rotate image
- Add text
- Change foreground and background colors
- Change image display by zooming in and out
- Adjust the following:
  - Brightness/Contrast
  - Image input levels
  - Drop Shadow
  - Bevel and Emboss
- Use filters
- Print image file
- Save image file in different file formats

## **Disk Management**

- Display the contents of any directory on a disk
- Copy a file or folder from one disk to another or from one directory to another
- Rename a file
- Delete a file
- Make a new directory
- Remove a directory
- Scan storage media for problems and fix problems if found.
- Add text to a storage media's volume label.