

Sample CIS 110 Final Examination

1. Insert into a computer the USB drive handed out by your instructor.
2. Format the USB drive. Include BUS DEPT as the media's internal volume label.
3. Open Word.
4. Set the left, right, top and bottom margins to 1.1 inches.
5. Right align your class hour in the header.
6. In the first line of the document, center and type in an 18 point, bold, Times New Roman font the following:
CIS 110 Final Exam Review
7. Save this document on the USB you just formatted using this filename: *yourname final review*
8. Download and save on the USB drive an image of one of the CIS 110 textbooks found on the class Web site <http://student.muskegoncc.edu/~trainort/cis110/c110syl.htm>
9. Use Photoshop to change the textbook's image width to one (1) inch.
10. Insert and center the textbook image under CIS 110 Final Exam Review.
11. On a new line under the image, left align and type in a 14 point, italic, Arial font the following:
Class Evaluation
12. On a new line type the following as a bulleted list using a 12 point font of your own choice:
 - Was the Office 2007 book easy to use?
 - What is your opinion about the Technology in Action book?
 - Did completing the computer assignments improve your understanding of how you can use Windows and Office 2007?
 - Did completing the study guide questions improve your understanding of personal computers?
 - What would you suggest the instructor do differently next semester?
 - What did you like about this class?
 - Other comments:
13. Spell check, save and close this document.
14. Create a folder on your H drive named cis110review.
15. Copy the final review document you just saved to the cis110review folder on your H drive.
16. Capture and print a copy of the screen showing the Computer window displaying the contents of the cis110review folder on your H drive.
17. Open the final review document from the cis110review folder.
18. Complete the evaluation by using an italic font to enter your answers.
19. Print and turn in the document.