**Information Technology (IT) Competency Exam Content**

The IT Competency Exam is a 90-minute exam on which you must make a minimum 70 percent correct score to pass. You may take the exam multiple times, but you should complete initial preparation as described below to assure you perform at your best level of competence.

The exam evaluates basic Excel and Word skills that are necessary to interact with technologies in business courses. You may have developed these skills in formal IT courses or through self instruction.

**Exam Content**

On pages 2-3 below you will find concepts tested on the exam. At minimum, access Excel and Word and review menu options and procedures for performing the identified basic manipulative and analysis activities.

**Training for Exam**

If you wish to receive hands-on instruction in learning the identified skills, you may complete Business Information Systems 1310 (either in class or online); this course should prepare you to complete the exam successfully.

**Excel Content Topics**

* Interact with User Interface
  + Ribbon/Tabs/Button Groups/Buttons
  + Quick Access Toolbar
  + Name Box
  + Formula Bar
  + Zoom Slider
* Design Worksheet
  + Insert “print” headings
  + Enter text/numeric data
    - Percentages
    - Alignment
  + Format text/numeric data
  + Format cells
  + Insert/delete a column or row
  + Merge worksheets
* Enter/Copy Formulas
  + Order of operations
  + Absolute versus relative references
  + Addition/subtraction, multiplication/division
* Enter Functions
  + Sum/AutoSum
  + Average
  + Count/Counta
  + Max/Min
  + Today()
  + IF
  + PMT
* Create Charts
  + Design charts
    - Column chart
    - Line chart
    - Pie chart
    - Scatter diagram
  + Format charts
    - Title
    - Legend

**Word Content Topics**

* Interact with User Interface
  + Ribbon/Tabs/Button Groups/Buttons
  + Quick Access Toolbar
  + Status Bar
  + Zoom Slider
* Design Document (report)
  + Select page orientation
  + Select/modify spacing
  + Select font and font size
    - Italics
    - Bold
  + Edit text
    - Align
    - Bullets
    - Tabs
    - Format headings
  + Move text (copy/paste)
  + Insert page numbers
  + Insert header/footer
  + Check spelling
* Insert table
  + Change column widths
  + Insert formula into table