

LIT 1 REVIEW SHEET

COMPUTER ESSENTIALS (10%):

- Functions / purposes of a computer
- Input and Output devices
- RAM (*not permanent / volatile storage*)
- Storage Category (*USB thumb drive, CD, etc.*)
- CPU- processes data
- System unit requirements
- Formatting... What is the purpose?
- System Software (*Windows XP, Mac OS, etc.*)
- Application Software (*Word, PowerPoint, etc.*)

PC BASICS (10%):

- Task Bar
- Start Button
- How to select a group of files or folders
- Content sheets (help index)
- How to start Windows Explorer
- How to rename a file or folder
- User Interface. What is it?
- Recycle Bin
- Shortcut menu
- Windows Explorer or Explore is used to do what?
- Windows Explorer and My Computer are the same program, just different views
- Remember how to right-click and explore files on your hard drive

MAC BASICS (10%):

- What appears on the desktop?
- What do we create folders for?
- Trash
- Rename a file
- Dock
- Apple Menu
- System Folder
- Quitting an application (*Does closing the window quit?*)
- Using Drag and Drop
- How to eject a disk

WORLD WIDE WEB (10%):

- Searching the Internet
- Popular search engines / online encyclopedias
- Being able to find **valid** information on the Web

MICROSOFT WORD 2007 (40%):

- Opening files, printing, print preview, page orientation, and saving (*normal save, save with a new name, save in specific folder, save as specific file type/compatible format*)
- Select text, formatting text, indents (*left and right*), change margins
- Find and Replace, thesaurus, bullets, header, footer, footnote (*format*), spell checker, shortcut methods, synonym, and zoom (*page width*)
- Format image, insert clip art, and inserting a symbol

MICROSOFT POWERPOINT 2007 (20%):

- Creating a presentation (*blank or from template/design*), opening a presentation, saving a presentation (*same name and saving with a new name*)
- Inserting and deleting slides
- Adding text and editing text, textboxes, placeholders
- Slide show view (*run show*)
- Animation schemes (*animate objects and slide transitions*) design themes
- Inserting graphics (*clip art and from a file*), scaling clip art and images, positioning clip art and images
- Header / Footer on slides or handouts
- Printing: handouts and speaker notes
- Changing slide layouts