

### WORD EXAM:

- Open and close a document
- Use the document view buttons
- Maximize the Word window
- Maximize the document window
- Display and hide the ruler
- Display the formatting toolbar
- Save a document with a new name
- Save a document with the same name
- Switch between open documents
- Exit word
- Move the insertion point
- Edit text
- Select and delete a word
- Use Autocorrect
- Print a document without previewing
- Select lines and paragraph
- Select an entire document
- Cut and Paste text
- Check spelling and grammar
- Use the Thesaurus
- Replace words
- Use the toolbar to change font characteristics
- Change the font with the font dialog box
- Use the paragraph alignment buttons
- Set a tab stop
- Add bullets or numbers to a list
- Apply a style to a selection or paragraph
- Attach a template to a document
- Autoformat a document
- Work with tables
- Change the orientation of a document
- Add a header and footer to a document
- Generate a table of contents
- Work with footnotes and endnotes

### EXCEL EXAM:

- Open and close a workbook
- Save a workbook
- Check the spelling of a worksheet
- Preview a worksheet and print it
- Work with headers and footers
- Select a different worksheet
- Rename a worksheet tab
- Change the Active Cell
- Clear a cell
- Undo and redo an action
- Use built in functions
- Display formulas
- Use pointer math to create a formula
- Replicate a formula
- Format cell contents
- Insert a row
- Sort data in selected cells
- Fill a series

- Align cell contents
- Change cell decimal place using the toolbar
- Manipulate font properties
- Center cell contents across columns
- Apply format styles to cell contents
- Add a border to the selected cells
- Generate a Web page
- Create and modify charts
- Preview only the chart from a worksheet
- Preview both the chart and the worksheet
- Copy a formula

### POWERPOINT EXAM:

- Open a presentation file
- Change views
- Work with the slider viewer
- Navigate between slides
- Save a presentation
- Use AutoContent
- Apply design templates
- Add text to slides
- Use bulleted and numbered lists
- Add titles to slides
- Check for spelling errors
- Find and replace text
- Insert external files
- Work with tables and charts
- Use the drawing tools
- Insert images
- Embed Excel and Word files as objects
- Work with fonts and placeholders
- Align graphic and text objects
- Change slide background and color scheme
- Modify page layouts
- Work with headers and footers
- Apply animation effects
- Work with master slides
- Rearrange slides in different views
- Start a presentation
- Navigate between slides while presenting
- Use the pointer options
- Print slides, handouts, and notes



## Microcomputer Proficiency Test Guide and Information Bulletin (MPT)

The College of Business Administration requires that every person receiving an undergraduate degree in business administration demonstrates proficiency in the use of personal computers (microcomputers). Microcomputers competently in three distinct software areas; (1) spreadsheets, (2) word processing (3) presentations. One means of meeting this requirement is through successful completion of the microcomputer proficiency test (MPT).

### Q. WHO MUST TAKE THE MPT

- A.** Students in the College of Business Administration *who have not* met one of the following conditions: (1) received a grade of C or better in CIS 101. (2) received a grade of CR (credit) for CIS 101, or (3) presentations. One means of meeting this requirement is through successful completion of the microcomputer proficiency test (MPT).

Students are assigned microcomputer proficiency based upon the characteristics of the approved course(s) from another school or by passing the word processing, spreadsheets, and presentation modules of the MPT.

### Q. WHEN WILL I BE REQUIRED TO TAKE THE MPT

Microcomputer proficiency is a prerequisite for many courses, both lower and upper division, in the College of Business Administration. If you have not met one of the conditions demonstrating proficiency in this area, then we strongly recommend that you consider the MPT as a means of doing so as soon as possible.

## A STUDY GUIDE TO MICROCOMPUTER PROFICIENCY TEST

### THE TEST IN BRIEF

The Microcomputer Proficiency TEST (MPT) is given in three one-hour modules corresponding to the three areas of microcomputer skills defined by the college of Business Administration. Specifically, these skills included the ability to use word processing, spreadsheets, and presentation software.

Each exam consists of over 50 tasks that you are to perform to demonstrate your proficiency using, and your knowledge about the features of, Microsoft Word, Excel and PowerPoint.

To do well on the test you should keep the following points in mind:

1. The time limit will be adhered to strictly. You will be allotted a total of 60 minutes to complete each module of the test. Time allocated for one test module cannot be used towards another module of the test. Furthermore, all questions are weighted equally. This means that you will need to work efficiently and distribute your time wisely. Students occasionally run out of time because they spend so long working on one question that they do not have time to complete the other questions.
2. Read each question very carefully before answering, paying careful attention to specific keywords in the directions.
3. Pay careful attention to the way the task is worded. In most cases there are multiple approaches to any given task. The testing software is asking for *one specific* approach. You must use the one requested, as this tests your general knowledge of the application.
4. If you guess at an answer, the testing software will mark you wrong, then make aware of your mistake and lead you to the next step.

### SAMPLE QUESTIONS

The following lists of test subjects are drawn from the actual tests. These are examples of the subject areas on which a student will be tested. A student should be familiar with the multiple ways that tasks from these subjects are can be executed (i.e. mouse, toolbar, menu, or keyboard), before attempting the module tests.

### Q. WILL THERE BE A FEE FOR THE TEST?

A. Yes, you must pay a fee when you appear to take the test. Advance payment of your fee is not required. If you have to take the MPT on more than one day, you must pay the fee each time you appear to take the exam. This fee will cover the cost of administering the test, scoring, and recording your test result.

### Q. WHEN AND WHERE WILL THE TEST BE GIVEN?

A. Students may take the MPT at the Test Center, CLA Building, 98P, 2-004. The test is offered Monday through Friday during academic year and Monday through Thursday during the summer. Test times are available in the Test Center.

### Q. HOW AND WHEN MAY I REGISTER FOR THE MPT?

A. You may register for the MPT during any time that the Test Center is open. To register, come to the Test Center and Be sure to BRING YOUR CAL POLY PHOTO ID CARD. You will fill in a registration card and take it with your fee payment in cash or check to the Cashier's Office. Then you will return to the Test Center to receive an admission ticket for the test. Test fees will be refunded except for University-recognized emergencies.

### Q. WHAT IS THE LENGTH AND FORMAT OF THE TEST?

A. The MPT is given in three modules: word processing, spreadsheet and presentation. Each module test is computer based. You will demonstrate your proficiency through the completion of specific tasks assigned by the testing software. Each module must be completed within one hour. Modules may be taken either individually or grouped together during a test session.

The testing software is *very specific* in what approaches it requires to satisfy a particular task. Read each question carefully and perform each task *exactly* as instructed. Even if you know a different approach to get the same results, you *must* use the one required by the test.

### Q. CAN I USE MY OWN NOTES OR A HELP SHEET DURING THE TEST?

No. The test is closed book, closed notes. No support materials are permitted.

### Q. IF I TAKE THE TEST AND DON'T PASS IT, HOW MANY TIMES CAN I RETAKE THE TEST?

A. If you do not pass an MPT module after your initial attempt, you make retake that module one more time (a total of two times per module). You need only retake modules that have not been passed. All modules must be completed within one year from your first test session.

### Q. IF I DON'T PASS THE TEST, CAN I PETITION?

A. No, the test cannot be petitioned. If you have not passed a module after two attempts, you must enroll in either CIS 101 or an approved course at another school. In either case, you must receive a grade of C or better to meet the proficiency requirement.

### SCORING

A score of 72% or higher on each module is required to pass the test. Module scores cannot be averaged. The result of each module are available as soon as the test is completed. Your official scores and Microcomputing Proficiency credit standing will be mailed to your home one week after the test session.

### TESTING AND STUDENT CONDUCT

Cal Poly reserves the right to cancel any test scores if the test taker engages in misconduct or if there is a testing irregularity.

Article 1.1, Title 5, California Code of Regulations, states that students may be expelled, suspended, placed on probation or given a lesser sanction for one or more of the following campus-related causes:

#### a. Cheating or plagiarism.

Exam cheating includes unauthorized "crib sheets," using any prohibited material, copying from another, looking at another student's exam, opening books when not authorized, and obtaining advance copies of exams

Plagiarism is intentionally or knowingly presenting words, ideas, or work of others as one's own work.

#### b. Forgery, alteration or misuse of campus documents, records, or identification or knowingly furnishing false information to a campus.

This includes falsifying signatures or forging another student's signature.