BIS 101 - FUNDAMENTALS OF BUSINESS COMPUTING.

Competency Testing
Study Guide
2024

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Course Description

Understanding the basic concepts of informatics in a context including computer technology; examination of hardware and software; impact computers have on society including employment, privacy, ethics, and security; working with information as a resource. The course includes computer laboratory exercises in Office (Word, Excel, PowerPoint) and Internet technology applications.

Business Competency Testing

Northern Kentucky University offers its students the ability to show competency in BIS 101 - Fundamentals of Business Computing. If students pass the competency test, they may "place out" of BIS 101 and move to the next course in the sequence.

Registration

The fee for registering for the Business Competency Test is $17, and it is offered Monday through Friday at various times. If you wish to reschedule, you may do so without a charge seven (7) days before your scheduled test date. If you reschedule after the 7-day grace period, you must register and pay the fee again.

On the test day, the examinee must pay McGraw Hill a $70 fee to complete the exam.

Test

Computer Concepts: This test consists of 50 randomly selected questions from the Comprehensive Computer Concepts questions. Topics include:

- Computer Hardware
- Computer Input
- Computer Output
- Computer Security
- Computer Software and Buying a PC
- Computer Storage
- Computers in Business
- Databases
- Emerging Technologies
- File Management
- Internet Research
- Mobile Devices
- Networking and Connecting to the Internet
- Protecting Yourself on the Internet
- Social Media and Digital Identity
- Spreadsheets
- The Mac OS
- Windows 10

Must be completed in 60 minutes.

Microsoft Word: This test consists of 30 questions and must be completed in 50 minutes.

Microsoft Excel: This test consists of 30 questions and must be completed in 50 minutes.

Microsoft PowerPoint: This test consists of 25 questions and must be completed in 50 minutes.

Skills Measured

Computer Concepts

Medium	A financial budget would be created in what type of data file?
Easy	A microcomputer that is smaller, lighter, and less powerful than a notebook, and which has a touch sensitive screen, is called a _____.
Medium	Antivirus programs protect your computer system from viruses or malicious programs. This is an example of which type of software?
Easy	Desktop, laptop, and tablet computers, and mobile devices are classified as _____.
Medium	Employee records, including names, social security numbers, and related information, would typically be stored in what type of data file?
Medium	Identify the four basic categories of hardware in a personal computer system.
Easy	Identify the program that coordinates computer resources, provides an interface between users and the computer, and runs applications.
Easy	In most cases, the word "software" is interchangeable with the word _____.
Medium	System software includes all of the following except:
Easy	The Internet is the largest _____ in the world.
Easy	The equipment that processes data in order to create information is called the _____.
Easy	The most widely used handheld computers are _____.
Easy	This computer component holds the program and data that is currently being processed.
Easy	This hardware houses most of the electronic components that make up a computer system.
Easy	What are the two major software types?
Medium	Which of the following are two important components of the system unit?
Medium	Which of the following computers is also referred to as a server and is used to support end users for things such as retrieving data from a database or providing access to application software?
Easy	Which of the following is a collection of programs rather than a single program?
Easy	Which of the following is not an example of a document file created by a word processor?
Easy	Which of the following will not retain data after the computer is turned off?
Easy	Which one of the following is not considered a form of secondary storage?
Easy	Which part of an information system consists of the rules or guidelines for people to follow?
Medium	Which technology allows users to shift their desktop computing activities to computers on the Internet?
Easy	_____ are the most important part of any information system.
Medium	A web page typically contains _____, which contains the formatting instructions for displaying the web page.
Easy	For browsers to connect to resources on the Internet, the location of the resources must be specified through addresses called _____.
Medium	Online banking is an example of what type of e-commerce?
Medium	Parents can use this type of program to block access to selected Websites.

Easy	Programs that automatically start and operate as a part of your browser are called _____.
Easy	The continuing development of the Internet that allows everyday objects imbedded with electronic devices to send and receive data over the Internet.
Medium	The most common way to access the Internet is through _____.
Easy	This method of file transfer distributes file transfers across many different computers.
Medium	This method of file transfer has been used for decades and is frequently used for uploading changes to a website hosted by an Internet service provider.
Easy	This social networking site is used for professional, business-oriented networking.
Easy	This type of e-commerce often resembles the electronic version of the classified ads or an auction.
Medium	This type of e-mail account is more widely used because it frees the user from installing and maintaining an e-mail client on every computer used to access e-mail.
Easy	Twitter is an example of what type of site?
Easy	When you enter a keyword or phrase into a search engine the results display as a list of these.
Medium	Which of the following are files inserted into an HTML document that control the appearance of web pages including layout, colors, and fonts?
Easy	Which of the following is a website specially designed to allow visitors to use their browser to add, edit, or delete the site's content?
Easy	Which of the following is not a well-known Web browser?
Hard	Which of the following is not one of the three basic components of cloud computing?
Easy	_____ do not use streaming technology and are used to download media files to your computer.
Easy	_____ typically broadcast live events and use streaming technology in which audio and video files are continuously downloaded to your computer while you are listening to and/or viewing the content.
Easy	Add-on programs for a variety of mobile devices including smartphones and tablets.
Medium	General-purpose applications include all of the following except:
Medium	Image editors edit images consisting of thousands of pixels that form this type of image.
Easy	Most applications use a(n) _____ that displays graphical elements called icons to represent familiar objects.
Easy	Programs that allow you to mix text and graphics and focus on flexible page design and layout.
Easy	Programs that combine a variety of visual objects to create attractive, visually interesting presentations are called:
Medium	Specialized and powerful programs, called _____ are typically used to create specialized commercial sites.
Easy	The electronic equivalent of a file cabinet is a _____.
Easy	These are specialized graphics programs for editing or modifying digital photographs.
Easy	These organize commonly used commands into a set of tabs.
Easy	These programs are used to create and edit vector images.
Easy	This GUI includes tabs, groups and galleries.
Easy	This is a website that provides access to specific mobile apps that can be downloaded either for a nominal fee or free of charge.
Medium	This type of image is made up of geometric shapes or objects.

Easy	This type of software can be described as end user software and is used to accomplish a variety of tasks.
Easy	This type of software works with end users, application software, and computer hardware to handle the majority of technical details.
Easy	To create documents that consist primarily of text, you need this software.
Easy	Web authoring programs that allow you to build a page without interacting directly with HTML code are known as _____.
Medium	Which of the following is not a popular cloud suite or online office suite?
Easy	Which of the following programs would be used to create a website?
Medium	Which would be the most appropriate type of application to create, analyze and forecast budgets?
Easy	_____ are used to edit videos to enhance quality and appearance.
Easy	_____ provide additional information and request user input.
Medium	A computer can become infected with viruses in all the following ways, except by _____.
Easy	A utility program that makes a copy of all files or selected files that are in the libraries, contacts, and favorites and on the desktop.
Hard	Before sending a large file over the Internet, you might want to use one of these programs.
Easy	In many application programs, this feature is used to provide information or request input.
Easy	Most operating systems support the ability to switch between different applications. This is called _____.
Medium	The category of operating system used for handheld devices.
Easy	The most widely used personal computer operating system.
Easy	The windows troubleshooting utility that identifies and eliminates nonessential files is called _____.
Medium	This operating system is designed to run only with Apple computers.
Easy	This system software is responsible for managing your computer's resources including memory, processing, and storage.
Medium	This type of embedded operating system is used by smartphones.
Medium	Which of the following is not a function of the operating system?
Medium	Which of the following is not a popular desktop operating system?
Medium	Which of the following is not a popular mobile operating system?
Medium	Which of the following is not a system software program type?
Medium	Frequently-accessed information is held in _____.
Easy	In most personal computer systems, the CPU is contained on a single chip called the _____.
Easy	Laptops and tablets use _____ that are typically located outside the system unit.
Easy	The system board is also known as the _____.
Easy	These types of ports typically provide high-speed connections to specialized devices such as camcorders and storage devices.
Easy	This type of computer is a thin slab that is almost all monitor with the system unit located behind the monitor.
Easy	When you reboot your system, the computer follows start-up instructions stored in this type of memory.

Easy	Which of the following allows a computer to run two or more operations simultaneously"
Easy	Which of the following can be used to connect several devices to the system unit and are widely used to connect keyboards, mice, printers, storage devices, and a variety of specialty devices"
Easy	Which of the following ports is used for connecting musical instruments to a sound card"
Easy	Which of the following ports provide high-speed connections for external hard-disk drives, optical discs, and other large secondary storage devices"
Easy	With these systems, input and output devices are located outside the system unit.
Easy	A dedicated, mobile device for storing and displaying e-books and other electronic media including electronic newspapers and magazines.
Medium	Keyboards that are widely used on various smartphones and other small portable devices, and which are designed primarily for communicating via texting and connecting to the Web.
Easy	Specialized devices with a large display connected to a computer projector and are widely used in classrooms and corporate boardrooms.
Easy	The arrangement of keys on a keyboard, QWERTY reflects the keyboard layout by _____.
Easy	The most widely used audio-input device is the _____.
Easy	The most widely used audio-output devices.
Medium	The proportional relationship between a display's width and height.
Easy	The series of dots that form the image on a monitor are called _____
Medium	The size, or _____, is measured by the diagonal length of a monitor's viewing area.
Easy	The study of human factors related to things people use.
Easy	These screens can be touched with more than one finger, which allows for interactions such as rotating graphical objects on the screen with your hand or zooming in and out by pinching and stretching your fingers.
Easy	This indicates the monitor's ability to display colors by comparing the light intensity of the brightest white to the darkest black.
Easy	This type of mouse emits and senses light to detect mouse movement.
Medium	Type of keyboard that uses a touch screen as the input device.
Medium	What kind of specialized monitor is especially useful for graphic artists, designers, and publishers?
Medium	Which of the following is not a type of scanning device?
Easy	Which of the following printer features enables you to print on both sides of a sheet of paper?
Easy	_____ is any data or instructions that are used by a computer.
Easy	_____-input devices convert sounds into a form that can be processed by the system unit.
Medium	A CD-RW disc _____.
Hard	All of the following are true of DVD-ROM drives except:
Medium	An external hard disk _____.
Medium	One way to improve the storage capacity of a hard disk is to _____.
Easy	Optical discs use these to represent data.
Easy	Smartphones use which of these storage technologies?

Easy	Solid-state storage devices are different than hard disks in that they _____.
Medium	Storage that retains its data after the power is turned off is referred to as _____.
Easy	The _____ of a secondary storage device indicates how much data the storage medium can hold.
Medium	The large capacity, high-definition optical discs designed to store hi-def video and video games are _____,
Easy	The process of accessing information from secondary storage devices is referred to as _____.
Easy	These discs have a capacity of 50 gigabytes on one side.
Medium	This allows you to upload and store documents on the Internet.
Medium	Which of the following is not an example of secondary storage?
Medium	Which of these is not a mass storage device?
Medium	Which of these is not an example of solid state storage?
Easy	A service that uses existing phone lines to provide high-speed connections is called _____.
Easy	A wireless access point that provides Internet access in a public place such as a coffee shop, library, bookstore, or university.
Medium	Cellular services use _____ to provide wireless connectivity to the Internet.
Easy	Every computer on the Internet has a unique numeric address called a(n) _____.
Easy	Microwave communication uses high-frequency _____.
Easy	One of the most dramatic changes in connectivity and communications in the past few years has been _____.
Medium	Organizations use the following to allow suppliers and others limited access to their networks.
Medium	Remote users can connect to an organization's network through this type of secure private connection.
Medium	The GPS device in an automobile uses which communication channel?
Medium	The capacity of a communication channel is measured in _____.
Easy	Using this type of communications channel, several users can simultaneously use a single connection for high-speed data transfer.
Medium	Which among the following is considered a line-of-sight communication medium?
Easy	Which physical connection is the fastest?
Easy	_____ is a term relating to sending data to a satellite.
Medium	A program that replicates itself and clogs computers and networks.
Easy	A(n) _____ acts as a security buffer between a corporation's private network and all external networks.
Medium	According to which law is it illegal for an owner of a commercial program to make backup copies for their personal use and resell or give them away"
Medium	Computer criminals that create and spread viruses are punished under this law.
Easy	Corporations often use this to prevent copyright violations.
Medium	Free computer games and free screen saver programs are typical carriers of _____.
Easy	Most browsers offer this, which ensures that your browsing activity is not recorded on your hard disk.
Medium	People that collect and sell personal data are called _____.
Easy	Programs used to secretly record an individual's activities on the Internet are called _____.

Medium	Small data files that are deposited on a user's hard disk when they visit a website are called _____.
Easy	The most significant concerns for implementation of computer technology involve _____, security, and ethics.
Medium	The process of coding information to make it unreadable except to those who have a special piece of information known as a key.
Easy	The use of the Internet, smartphones, or other devices to send or post content intended to hurt or embarrass another person.
Easy	These are used by advertisers to keep track of your web activity as you move from one site to the next.
Medium	These programs record virtually everything you do on your computer and are used by employers to search employee email and computer files.
Easy	This is a legal concept that gives content creators the right to control use and distribution of their work.
Easy	This law gives you the right to look at your personal records held by government agencies.
Medium	This type of Wi-Fi hotspot operates close to a legitimate Wi-Fi hotspot and steals information such as usernames and passwords.
Easy	This type of computer criminal creates and distributes malicious programs.
Easy	This uses software to try thousands of common words sequentially in an attempt to gain unauthorized access to a user's account.
Easy	Which among the following is a fraudulent or deceptive act designed to trick individuals on the Internet into spending time or money for little or no return?
Medium	Which among the following is a way to shut down an ISP or website?
Hard	Which of the following is not a measure to protect computer security?
Medium	Which of the following is not malware?
Easy	Which of the following is the most widely used wireless network encryption for home wireless networks?
Medium	Which type of program would likely be used by investigators to record a potential suspects' Internet activities?
Easy	_____ is concerned with protecting software and data from unauthorized tampering or damage.

Word Skills

Saving Files to Your PC

Using AutoCorrect

Using Cut and Paste

Using the Editor

Adjusting Margins

Using Tab Stops

Adding Tab Leaders

Adding an Automatic Date Stamp

Inserting Property Controls

Adding Headers

Adding Footers

Applying Document Themes

Adding Borders and Shading to Paragraphs

Inserting Hyperlinks

Inserting Footnotes and Endnotes

Adding Citations to Documents

Selecting a Reference Style

Using the Source Manager

Creating a Bibliography

Adding a Cover Page

Creating a Table

Merging and Splitting Cells

Deleting Columns, Rows, and Cells

Sizing Tables, Columns, and Rows

Sorting Data in Tables

Applying Table Quick Styles

Adding a Caption

Adding WordArt to Documents

Excel Skills

Use a single command to clear everything (content and formatting) from the selected cell.
Use AutoFill to copy the formula and formatting in cells
Use AutoSum to enter a formula in the selected cell to calculate the total of all the contiguous cells above.
Use Format Painter to copy the formatting from a cell.
Apply the Accounting Number Format to the selected cells.
Modify the number format so no decimal places are visible after the decimal point.
Change the width of the columns
Autofit column to best fit the data.
Merge the cells so the text appears centered across the merged cells.
Change the color of the sheet tab
Modify the worksheet so the first row is always visible when you scroll the worksheet down.
Add an element to the center section of the header
Edit the formula in a cell so the references to another cell. Use AutoFill to copy the formula to a cell.
Use the *Create from Selection* command to create named ranges
Enter a formula using a counting function to count the numbers in a column
Using cell references, enter a formula in a cell
Enter a formula in a cell using the VLOOKUP
Enter an IF statement formula
Display the data labels on a chart above the data markers.
Switch the rows and columns in the chart
Add column Sparklines to cells
Add a total row to a table and display the average for a column
Convert a table to a normal range.
Apply conditional formatting
Use the Quick Analysis tool to apply the Data Bars conditional formatting option to selected cells.
Sort a column
Filter a column
Insert a recommended PivotTable
Add a field to the PivotTable.
Modify a field to use the MAX function

PowerPoint Skills

Adding Slides to Presentations
Aligning Text
Adding Bulleted Lists
Copying and Pasting Slides
Changing the Order of Slides
Adding Footers
Applying Slide Transitions
Adding Text to Slides
Applying Outlines to Drawing Objects
Using the Eyedropper Tool
Adding WordArt
Adding SmartArt
Adding Charts
Customizing Charts
Applying Animation Effects
Modifying Animations
Rehearsing Timings
Packaging a Presentation
Hiding and Unhiding Slides
Recording a Slide Show
Adding Notes
Creating Tables in Presentations
Adding Shapes
Customizing the Theme