

Information Processing Final Exam Review

Be familiar with the following topics

Topic	Objective
Business Letters	Apply vertical alignment to a document (center and top).
Business Letters	Compose letters following a basic outline: purpose, supporting details, action, and goodwill.
Business Letters	Compose letters that are courteous, clear, concise, correct, and complete.
Business Letters	Correctly format a mailing address for a letter and envelope.
Business Letters	Correctly format personal and business letters in block style.
Business Letters	Create a letterhead with contact information and a bottom border
Business Letters	Create and format a letter that contains the following letter parts: reference initials, enclosure notation, copy and blind copy notations, mailing notation, and post script.
Business Letters	Sign a business letter (between closing and typed name of sender)
Desktop Publishing	Apply a border to a page.
Desktop Publishing	Insert clip art, apply style, resize, position, and rotate
Home/ end of styles list	Clear the formatting of text in Word.
Home/Clipboard	Use the Format Painter to copy format
Home/Font	Apply font formatting: size, face, effect, underline, and color.
Home/Paragraph	Apply paragraph formatting: align left, center, right, or justify.
Home/Paragraph	Apply paragraph formatting: keep with next.
Home/Paragraph	Apply paragraph formatting: line spacing.
Home/Paragraph	Apply paragraph formatting: spacing before/after.
Job Application	Understand job application process (create resume, dress for interview, greet interviewer, ask/answer questions, send thank you letter)
MLA Reports	Insert a header with a page number.
MLA Reports	Create and format a Works Cited page.
MLA Reports	Create and format an academic report using the MLA style.
Office Menu	Apply properties of a file
Office Menu	Create, save, and open a document in Word.
Page Layout/Page Setup (Margins button)	Adjust the margins of a document.
Page Layout/Page Setup (Orientation button)	Format orientation (landscape, portrait)
Proofreaders Marks	Interpret the following proofreader's marks: remove space, insert space, transpose, spell out, capitalize, delete, don't delete, replace, insert, lowercase, move left, move right, bold.
Ruler or Home/Paragraph	Apply paragraph formatting: first-line indent and hanging indent
Ruler, Home/Paragraph	Create and use tabs
Tables	Adjust the column width of selected columns of a table.
Tables	Adjust the row-height of a table row
Tables	Align the contents of selected cells.

Tables	Apply a border style, color, and size to selected cells of a table (top, bottom, outside, inside, none).
Tables	Apply a fill color to selected cells of a table.
Tables	Apply table styles and table style options to a table
Tables	Autofit columns.
Tables	Center a entire table between margins.
Tables	Create a chart from selected cells of a table.
Tables	Create a table and enter text.
Tables	Distribute selected rows or columns evenly.
Tables	Format cells by modifying the cell alignment and text direction
Tables	Format the font, fill, and border of a cell in a table or spreadsheet
Tables	Insert/Delete Rows in middle of table
Tables	Merge selected cells of a table.
Tables	Select cells, columns, rows, of a table.
Tables	Split a selected cell of a table.
Tables	Use the "formula" button to add numbers of a column in a table.
Tables	View/Hide gridlines
View or Lower-Right corner	Zoom