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Arlen Butler, Computer/Business Instructor

Digital Literacy, Advanced Computers, MOS Classes and Financial Services (all classes) Non-Traditional Instructional Day (NTI DAY) Days 31-37. Use Word and just key in the best answers and send to me via email. If you have any questions please email me and I will get right back to you ASAP.

KEY IN ONLY THE ANSWERS—NOT THE QUESTIONS!!

Complete the NTI packet for each specific day of nontraditional day.

NTI DAY #31, complete Page 9, Key in best answer for each question

NTI DAY #32, complete Page 10, Key in best answer for each question

NTI DAY #33, complete Page 11, Key in best answer for each question

NTI DAY #34, complete Page 12, Key in best answer for each question

NTI DAY #35, complete (3), (5) Minute Timed Writing Test—DO NOT send me a copy

NTI DAY #36, complete Page 13, Key in best answer for each question

NTI DAY #37, complete Page 14, Key in best answer for each question

Complete only the actual day that we have the NTI Day. Must be turned in for a grade value of 50 possible points—each day.

Good Luck!

Arlen Butler

This concludes all of your responsibilities for this school year (2019-2020). Thanks for your dedication to my class(es) and hope to see a lot of you in my class next year. Thanks again for all your work. Hope you have a SAFE summer!!!

CIS 130 MICROCOMPUTERS EXCEL BASICS   TEST
LESSON 8 WORKSHEET CHARTS

FILL IN THE BLANKS

Complete the following sentences by writing the correct word or words in the blanks provided.

1. A(n)_____ is a graphical representation of the data contained in a worksheet.

2. A(n)_____ chart is created within the worksheet that contains the data being charted.

3. A(n)_____ is a group of related information in a column or row that will be plotted on a chart.

4. Save a worksheet and its chart(s) by choosing Save on the _____ menu.

5. You can use the _____ command on the View menu to enlarge a chart sheet or worksheet to see it in greater detail, or reduce it to see more on your screen.

6. Change the name of the chart sheet by choosing the _____ command on the Format menu and choosing Rename on the submenu.

7. Change the size of embedded charts by dragging the _____ handles, which are small black squares that appear at the corners and sides of embedded charts.

8. Clicking a chart part with the _____ mouse button produces a shortcut menu with options such as clearing data, inserting data, or changing chart types.

9. After creating a chart, one way you can change it to a different type is by choosing the Chart Type command on the _____ menu.

WRITTEN QUESTIONS

Write a brief answer to the following questions.

1. Identify the four basic steps in the Chart Wizard for creating a chart.

   _____

   _____

   _____

   _____

2. An embedded chart is created in the same way as a chart on a sheet, with one exception. What is it?

   _____

TRUE/FALSE

Circle T if the statement is true or F if the statement is false.

T F 1. A chart sheet is a separate sheet in the workbook on which you can create and store a chart.

CALCULATIONS TEST

11. Heather's checkbook balance on 11/30 was $575.23. On the same date the bank statement showed a balance of $770.68. Included on the bank statement was a service charge of $4.15 and interest earned of $3.34. Outstanding checks were #106, $25.76; #109, $19.10; #110, $142.13; and #112, $9.27. What is the adjusted bank balance?
    a. $574.42
    b. $571.08
    c. $575.23
    d. 566.93

12. On June 30 Kyle's check register balance was 409.55 and his bank statement balance was $474.73. When comparing his register with the bank statement he noticed there was a bank service charge of $5.90 and interest earned of $4.24. Kyle also noticed failed to record check #3407 for $56.33 in his check register. Outstanding checks were #412, $8.45; #414 for $179.72. A deposit mailed on June 29 for $65 was not listed on the bank statement. What is the adjusted check register balance?
    a. $347.32
    b. $286.56
    c. $351.56
    d. 412.32

13. Joe earns his living refinishing wood floors. Last month he refinished 6 floors for $80 each, 2 floors for $68 each, and 1 floor for $122. What is the average amount per floor earned?
    a. $738
    b. $270
    c. $30
    d. $82

14. The average weekly pay of five employees is $473. The weekly pay of four of the employees is $385, $530, $526, $495. What is the weekly pay of the other employee?
    a. $500
    b. $429
    c. $484
    d. $473

15. Elizabeth's gas tank holds 18 gallons of gasoline. To fill up the tank she bought 15 gallons of gasoline. How much gasoline, as a fractional part of the whole tank, was in the tank before it was filled?
    a. 1/18
    b. 5/6
    c. 1/6
    d. 1/3

CIS 130 MICROCOMPUTERS ADVANCED EXCEL
STUDENT WORKSHEET

LESSON 1 APPLYING ADVANCED FORMATS TO WORKSHEETS AND CHARTS

FILL-IN-THE-BLANK

Complete the following sentences by writing the correct word or words in the blanks provided.

1. _____ data changes the way it appears.

2. You can select a range by clicking the cell in the upper left corner, holding down the _____ key, and clicking the cell in the lower right corner.

3. The _____ number format uses the letter E within the format to represent exponentiation.

4. With _____ formatting, you can apply certain formats to data that meets certain criteria.

5. You can use _____ for formats that recur.

6. A(n) _____ shadow adds dimension to a chart and creates a professional appearance.

7. A(n) _____ table displays the worksheet data on the chart itself.

TRUE/FALSE

Circle T if the statement is true or F if the statement is false.

T F 1. The Increase Decimal number formatting button adds one decimal place to the cell entry each time you click.

T F 2. To select landscape orientation and change other printing options, choose Page Setup on the Edit menu and make appropriate changes in the Page Setup dialog box.

T F 3. The format code; (semicolon) is a placeholder for a digit.

T F 4. The format code for days is # (number sign).

T F 5. Entering the format code yyyy tells Excel to enter the complete year number.

T F 6. If you modify a style, each cell that's formatted using this style will change to reflect the new style.

T F 7. A fraction format will display a fraction as a decimal; for example, 1/4 would display as .25.

T F 8. The background color affects the chart area.

STUDENT NAME _____ DATE _____

CIS 130 MICROCOMPUTERS WORD 2000 -2016   TEST

LESSON 1: REVIEW QUESTIONS

Written Questions

Write a brief answer to the following questions.

1. List four of the applications that are included in Office 2000.

2. What is one way to start an Office application?

3. What is the difference between the Save and Save As commands?

4. If the Web toolbar is not on the screen, how do you display it?

5. What are two of the options you can choose in the Help dialog box?

True/False

Circle T if the statement is true or F if the statement is false.

T F 1. In all Office applications, you open, save, and close files in the same way.

T F 2. A read-only file is a printed copy of a document.

T F 3. The Office Assistant is available in all Office 2000 programs.

T F 4. The Web uses addresses called URLs to identify hypertext links.

T F 5. A default setting is one that cannot be changed.

Saved As CIS 130 Lesson 01 Review Questions

CIS 130 MICROCOMPUTER WORD 2000 –2016   TEST

LESSON 10: REVIEW QUESTIONS

True/False

Circle T if the statement is true or F if the statement is false.

T F 1. If you plan to include both an index and a table of contents in your final document, you should create the index first.

T F 2. If a document is outlined or is formatted with heading styles, it is quick and easy to create and compile a table of contents.

T F 3. If you are keying an index entry, it does not matter whether you position the insertion point at the end or the beginning of the text to be indexed.

T F 4. A cross-reference is an index entry followed by text instead of a page number.

Fill in the Blanks

Complete the following sentences by writing the correct word or words in the blanks provided.

1. If any editing changes affecting page breaks are made to the document, the index and the table of contents should be _____.

2. If you want to indicate a range of pages for an index entry that spans several pages, you mark the page range with a(n) _____.

3. Pulling all the index entries together is called _____ the index.

4. A(n) _____ index displays all subentries below the main entry.

5. If your document does not have obvious headings for every table of contents entry, you will want to create the table of contents using _____.

6. To save space when subentries occur, a(n) _____ index can be created displaying subentries on the same line as the main entries.

CALCULATIONS TEST

6. Erica earned $3,292 in wages as a part-time salesclerk and $116 in interest. Her employer withheld $480 in federal income tax from her wages. What is Erica's adjusted gross income?
   a. $3408.00
   b. $3176.00
   c. $2928.00
   d. $596.00

7. Parker Motor, Inc. paid its employees $24,595.74 in wages. FICA taxes were deducted on that amount at the rate of 7.65%. As an employer, Parker Motor also paid an equal amount of FICA tax on the wages. How much did Parker Motor send to the federal government in FICA taxes?
   a. $18,815.74
   b. $1,881.57
   c. $24,595.74
   d. $3,763.15

8. Angela is comparing her retirement benefits at age 62 and age 65. If she retires at age 65, her monthly benefit will be $761. If she retires at age 62, her monthly benefit will be reduced by 20%. What is her monthly benefit at age 62?
   a. $761.00
   b. $152.20
   c. $913.20
   d. $608.80

9. The gross weight of a can of soup is 12.2 ounces. If the can weights 1.3 ounces, what is the net weight of the soup?
   a. 13.5 ounces
   b. 12.2 ounces
   c. 10.9 ounces
   d. 15.86 ounces

10. Claudio had $45.38 on hand on April 21. During the week he earned $105 mowing lawns, $63 trimming shrubbery, and $147 doing odd jobs. If he had $23.43 on hand at the end of the week, how much money did he spend during the week?
    a. $360.38
    b. $315.00
    c. $383.81
    d. $336.95