

2009 Computer Proficiency Assessment Test (CPAT)

A. Are you required to satisfy General Education Core Goal V: computer use?

The Core Goal V requirement applies to full/part time undergraduate students who matriculated at the College in the Fall of 2005 or later. This requirement does not apply to transfer students who came in with core-complete or graduate students.

B. How to satisfy this requirement?

Students can satisfy this goal by doing one of the following:

- o pass CSC 117 (Microcomputers and Application Software)
- o pass CSC 118 (The Internet: Information Retrieval and Organization)
- o pass BIO 231 (Research Methods I) and BIO 232 (Research Methods II)
- o pass the Computer Proficiency Assessment Test (CPAT)

C. Information about the CPAT

The CPAT will allow students to demonstrate proficiency by showing that they are skilled in using Microsoft Windows XP, Word 2007, Excel 2007 and PowerPoint 2007. See "H. Topics of the CPAT" section for details.

- o Date: Wednesday, 04/01/2009
- o Time: 1:00 – 5:00 pm
Please arrive at 12:45 pm. Test will begin promptly at 1:00 pm.
- o Location: Gordon 260

D. How to register for the CPAT?

Students can register for the CPAT at <http://utica.simnetonline.com>. The cost for the test is \$14.95 and it is non-refundable. Students must sign up between Monday, 03/09/2009 and Wednesday, 03/25/2009. Please see "I. Information about Registration" section for complete details about the registration process. Once students successfully register for the CPAT, they will be given a confirmation email. Seating is limited and it is on first-come-first-served basis. Therefore, we recommend students register as soon as they have decided to take the CPAT.

E. On the test day

Students are required to bring a copy of confirmation email and picture identification card (e.g., UC student ID card, Drivers' License, or Passport) on the test day. No students will be allowed to take the test without a copy of confirmation email and picture identification.

F. Test results

The results of the test will be loaded into Banner by Wednesday, 04/22/2009 and students will be able to see their results in the "degree evaluation" through Banner web.

G. Person to contact

If you have any further questions, please contact Jung (John) Kim. Thank you.

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Jung (John) Kim, Ph.D.
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Email: jkim@utica.edu

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H. Topics of the CPAT

WINDOWS I. Basic Skills

- Use the Start menu
- Use Help and Support.
- Size, move, arrange, and close windows.
- Scroll a window.
- Use dialog boxes.
- Print a Help topic.
- Use My Computer.
- Change folder views.
- Sort and group files and folders.
- View Pictures.

WINDOWS II. Organizing Your Work

- Use the Folders list.
- Create folders and subfolders.
- Rename and delete folders and files.
- Copy and move files.
- Use drag and drop.
- Select multiple files.
- Use the Recycle Bin.
- Find files.
- Save a file.

WORD I. Creating and Editing a Document

- Insert and delete text and blank lines.
- Reveal formatting marks.
- Move, cut and copy text.
- Use Autocorrect.
- Use Spelling, Grammar, and the Thesaurus.
- Hide spelling and grammar errors.
- Save, close, and open files.
- Create a new folder and save a file to it
- Select text.
- Undo and redo changes.
- Change fonts and type sizes.
- Bold and color text.
- Format a document.
- Insert, size, and move pictures.
- Preview and print a document.
- Set file properties.
- Add a Page Border.

WORD II. Revising and Refining a Document

- Control text/paragraph formats
- Control document paging.
- Find and replace text.
- Insert the code that displays the current date.
- Change margins, line spacing, and indents.
- Work with tabs.
- Color, highlight, and underline text.
- Create numbered and bulleted lists.

- Use Quick Parts.
- Insert and Modify an AutoShape.
- Edit in Print Preview.

WORD III. Creating Reports and Tables

- Create and modify an outline.
- Use Document Map and Reading Layout.
- Apply styles.
- Create a cover page.
- Use Document Themes.
- Apply a Quick Style
- Create and update a Table of Contents.
- Include Source References.
- Create a Section Break.
- Center a page vertically.
- Wrap text around graphics.
- Add Footnotes, Captions, and Cross-references.
- Create and format a simple table.
- Include a Table of Figures.
- Create a Bibliography.
- Sort a list.
- Add headers, footers, and page numbers.
- Print selected pages.

Excel I. Creating and Editing Worksheet

- Creating New Worksheets.
- Enter, edit, and clear cell entries.
- Adjust column widths and row heights.
- Save, close, and open workbooks.
- Spell-check a worksheet.
- Use the thesaurus.
- Copy and move cell entries.
- Specify ranges.
- Enter formulas and functions.
- Use absolute/relative/mixed references.
- Insert and delete rows/columns.
- Format cells.
- Enter and format a date.
- Preview and print a worksheet.
- Insert and size a graphic.
- Size and align a sheet on a page.
- Add predefined/custom headers and footers.
- Correct worksheet errors.
- Copy, move, name, and delete sheets.
- Use AutoFill.

Excel II. Charting Worksheet Data

- Use Themes.
- Use Cell Styles.
- Create a chart using the Chart Wizard.
- Move, size, and format a chart & its elements.
- Change the chart type.
- Apply Chart Layouts and Chart Styles.

- Format chart elements.
- Create and format a Pie Chart.
- Prepare the worksheet and charts for printing.

Excel III. Managing and Analyzing a Workbook

- Use Absolute References.
- Rename sheets and color sheet tabs.
- Fill a Series.
- Reference multiple sheets.
- Use Find and Replace.
- Zoom the worksheet.
- Split windows and freeze panes.
- Perform What-If analysis and Goal Seek.
- Use Conditional Formatting.
- Control page breaks.
- Change page orientation.
- Add headers and footers. Print selected sheets and areas.

Power Point I. Creating a Presentation

- Use a Template to create a presentation.
- View and edit a presentation.
- Save, close, and open a presentation.
- Use the Outline Tab.
- Demote and promote bulleted items.
- Check spelling.
- Use the Thesaurus.
- Delete, move, and insert slides.
- Select the Slide Layout.
- Size and move placeholders.
- Run a slide show.
- Change fonts and formatting.
- Insert a graphic and add a picture style.
- Preview and print the presentation.

Power Point II. Modifying and Refining a Presentation

- Find and replace text.
- Create and enhance a table.
- Modify graphic objects and create a text box.
- Create and enhance AutoShapes.
- Change the presentation's design by applying a Document Theme.
- Work with Master Slides.
- Hide the title slide footer.
- Duplicate and hide slides.
- Add animation, sound, and transition.
- Control a slide show.
- Add Speaker Notes.
- Print selected slides.
- Add headers/footers to Speaker Notes and Handouts.
- Customize print settings.

I. Information about Registration

1. Go to <http://utica.simnetonline.com/>. Confirm that the message at the top of the page includes **Utica College (Proficiency)**. Click the **I don't have a REGISTRATION CODE** button.

Welcome to the SimNet® log in page. Enter your student, instructor, or administrator username and password in the form to the right and then click the Sign In button.

SimNet® Online for Office 2007 is a complete online learning system designed to teach and assess competency in Microsoft® Office 2007, Windows Vista™, Windows XP®, and computer concepts. SimNet® requires only a high-speed Internet connection, a current browser, and Adobe Flash Player 9.

Learning to use the Microsoft Office suite has never been so easy.

Log In

Username:

Password:

Forgot your password?

Secured by GeoTrust

New SimNet Student?

2. Click the **Next** button.

You must be a student at Utica College (Proficiency) in order to complete registration. If not, please exit and contact your instructor for assistance. deca software is an authorized retailer of SimNet and the sister company of Triad Interactive (developer of SimNet).

Please select the SimNet Online product you would like to register for:

Hint: If you are unsure of which product to choose click here to view the product descriptions.

SimNet for Office 2007 Proficiency (\$14.95)

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3. Review the End User License Agreement. Click the **Check this box if you agree to the end user license agreement** check box, and then click the **Next** button.

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1 Select Product 2 **License Agreement** 3 Purchase 4 Enroll

End User License Agreement:

IMPORTANT NOTICE

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Use of this product (the "Product") is subject to the terms below ("License Agreement") and any others that may be set forth in the Help or About menu of this Product.

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LICENSE: Throughout this License Agreement, "you" shall mean either the individual or the entity whose agent opens this package. You are granted a non-exclusive and non-transferable license to use the Product for your personal educational purposes only, subject to the restrictions herein.

Check this box if you agree to the end user license agreement

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4. Enter your personal information and your credit card information. The credit card information and billing address is only used to process your payment. It is neither visible to Utica College personnel nor saved to the SimNet database.
- Student ID: 9-digit numeric only (no dashes).
 - E-mail: UC email.
 - Username: your Novell account username (case sensitive).
 - Password: your Novell account password (case sensitive).

simnet[®]online

1 Select Product 2 License Agreement 3 **Purchase** 4 Enroll

SimNet Online Information

First Name *: <first name>
 Last Name *: <last name>
 Student ID *: <student id>
 Phone *: <phone number>
 Email *: <email address>
 Confirm Email *: <email address>
 User Name *: <user name>
 Password *:
 Confirm Password *:

Payment Method

Credit/Debit Card: Master Card
 Card Number:
 Security Code: 3 or 4 digits (info)
 Expire Date: 1 / 2008 (MMYY)

Order Details

Product: SimNet for Office 2007 Proficiency
 Shipping: \$0.00
 Tax: \$0.00
Total: \$14.95 (No Returns)

Billing Address

Name on Card:
 Address:
 Additional Address:
 ZIP / Postal Code:
 City:
 State or Province / Country: AK / USA

Previous Purchase

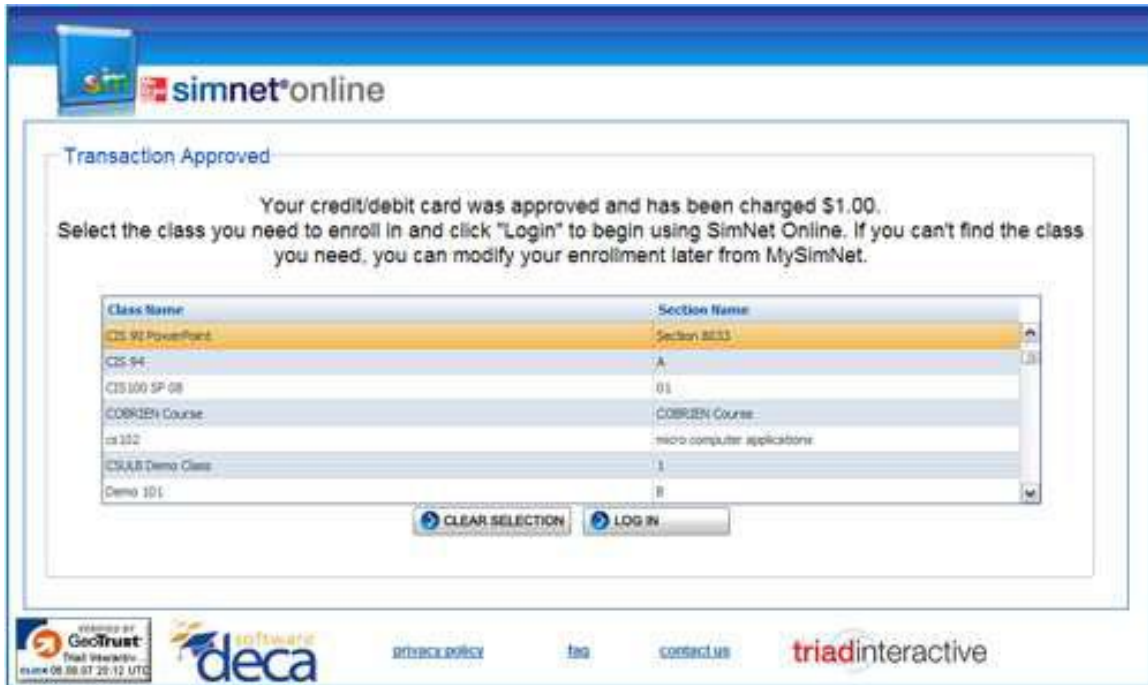
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- When you are ready, click the **Purchase** button to submit your payment. Be patient since the system may take a few minutes to process your payment.
- If your payment is accepted, you will see a **Transaction Approved** message. Select **2009 SPRING**, and then click the **LOG IN** button to enroll in the class. You will be returned to the main Log In page, where you can now enter your user name and password.



- If you can log in to SimNet, your registration is successful. Don't forget to check your UC email and print out the confirmation message. You are required to bring a copy of confirmation email and picture identification on the test day.