PRACTICAL EXAM

Information and Communication Technology

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Email

- CC – carbon copy
- BCC – blind carbon copy

Word Processing – (MS Word)

- Serif – with flicks e.g. **Cambria**
- Sans-serif – without flicks e.g. **Calibri**
- When wanting one part of document as 1 column and the rest in two columns, use a section break.

Data Manipulation – (MS Access)

- When creating reports, labels or summary extracts, you MUST BEGIN WITH QUERY!

Types of Criteria input in Query	
Find a specific word	"qwerty"
Text starts with…	A*
Text ends with…	*S
Text must contain…	*AP*
Word is exactly … letters long	"?????"
Text is not blank	*
Text is blank	Null
Find a specific value	50
Find data that is less than a value	<50
Find data that is less than or equal to a value	<=50
Find data that is higher than a value	>50
Find data that is greater than or equal to a value	>=50
Find numbers that are not equal to a value	Not 50
Find values in a range (from … to …)	Between 10 and 20
Find values that are Yes / True	Yes
Find values that are No / False	No
Find a specific date	#01/01/2009#
Find dates after a given date	>01/03/2009
Find dates before a given date	<01/03/2009
Find dates in a given range	Between 01/03/2009 and 31/03/2009

Data Analysis – (MS Excel)

- To make cell reference absolute, press F4 while highlighting it

Description	Formula
Add, Subtract, Multiply and Divide	=A1+B1
SUM - Adding a range of numbers	=SUM(A1:A4)
AVERAGE – Find the average	=AVERAGE(A1:A4)
MIN – Find the low value	MIN(A1:A4)
MAX – Find the highest value	MAX(A1:A4)
COUNT – Finding how many numbers are in a range	COUNT(A1:A4)
COUNTA – Counting the number of items in a Range	COUNTA(A1:A4)
INT – Converts to the lowest whole number	INT(A1)
ROUND – Rounding up/down numbers	ROUND(A1,2) The 2 is the number of decimal places
VLOOKUP Looking up what particular values mean	VLOOKUP(A1,$B$1:$C$8,2) A1 is the cell to check $B$1:$C$8 is the array to look in 2 is column 2 from $B$1:$C$8 meaning return the value in column 2 in that section.
COUNTIF – Counting the number of specific items in a range	COUNTIF($B$1:$C$8,A2) Count how many times the value appears in the range $B$1:$C$8
SUMIF – adding up specific values in a range	SUMIF($B$1:$C$8,A1, $D$1:$D$8) Checks if any cells in $B$1:$C$8 = A1 and if they do then it adds them together
IF – Deciding what will go into a cell	IF($B$1:$B$8=A1,"A") IF the value in A1 appears in the range of cells then write A
Multiple if's	IF($B$1:$B$8=A1,"A", IF($B$1:$B$8=A2,"B", IF($B$1:$B$8=A3,"C",D))) IF the value in the range equals A1 then write A, if it equals A2 write B, A3 write C and none of them D

Website Authoring (MS-FrontPage)

Changing Font in Stylesheets

Setting the font type	h2	{font-family: "Times New Roman"}
Making text a different size	h2	{font-size: 16pt}
Aligning text to…	h2	{text-align: center}
Make text bold	h2	{text-weight: bold}
Adding second choice of font	h2	{font-family: "Times New Roman, Verdana"}
Adding generic fonts (either serif or sans-serif)	h2	{font-family: "Times New Roman, serif"}
	h2	{font-family: "Calibri, sans-serif"}
Changing colour	h2	{color: #000000}

Color codes in Stylesheets

- Has three parts:

(RED, GREEN, BLUE)

Amount of Light (colour)	Hex code
Fully on	FF
¾ on	C0
½ on	80
¼ on	40
off	00

Examples:

- Pure red is (FF0000)
- Pure green is (00FF00)
- Pure blue is (0000FF)
- Pure yellow is (FFFF00)
- Pure black is (000000)
- Pure white is (FFFFFF)

Presentation Authoring (MS PowerPoint)

- To open an outline, click "New slide" arrow and click "slide from outline.."
- To print presenter notes, click print "Notes pages'
- To print audience notes, click print "Handouts"
- When printing evidence of slide transitions, go to slide sorter and then PrntScr
- When printing evidence of animations, open custom animations pane and then PrntScr

Editing Images

- To save a picture with 8 bit colour depth save it as a gif
  - Open it in paint and save as
- To compress the size of a picture open it in picture manager
  - Edit picture
  - Compress pictures
  - Choose most suitable option
- To change colour options of a picture use picture manager
  - Edit picture
  - Colour