



Challenge Information Sheet (Student)

Class: CIS 101 Computer Information Systems (3 cr.)

Person to see:

BOT admin assistant	Leslie Jernberg
248B	248A
208-535-5388	208-535-5353

Learning Outcomes:

- File and Disk Management
- Common Functions
- Word Processing
- Spreadsheets
- Presentations
- Internet and email

Process:

1.	Reference the EITC 2016-17 Catalog for Challenge information
	<ul style="list-style-type: none">• See the top of p. 14 for pertinent challenge information.
2.	Students must fill out the challenge form
	<ul style="list-style-type: none">• Go to the EITC homepage: www.eitc.edu• Select "current student"• click Registrar in the quick link section• Under registrar select "forms/links"• Select "challenge exam"• fill out the form for CIS 101 Computer information systems
3.	Students must pay for the challenge
	<ul style="list-style-type: none">• This can only be done at the EITC cashier's office.• Cashier will write on the form that you have paid for 3 credits
4.	Students must purchase a SAM Challenge Access Card
	<ul style="list-style-type: none">• This can be purchased at the EITC bookstore.



5.	Students must register with the BOT administrative assistant
	<ul style="list-style-type: none">• Contact Leslie Jernberg to schedule an exam.• Phone: 535-5353• Email: leslie.jernberg@my.eitc.edu• limited availability during summer – please email well in advance to set up a time to test
6.	The Exam
	<ul style="list-style-type: none">• Will consist of 85 task-based questions using Windows 7 and Office 2013.• Students will have 60 minutes to complete the exam.• Students must score 90% or higher to pass.• Challengers may appeal a score above 85% to the division manager for review.

study guide:

Category	TaskName
Common	Copy and paste
Common	Cut and paste
Common	Export a document as a PDF
Common	Insert a shape
Common	Insert clip art
Common	Italicize text
Common	Maximize a Window
Common	Open an existing document
Common	Print a document
Common	Restore files
Common	Save a document to a new location
Common	Save a document with a new name
Common	Select all the text in a document
Common	Switch to Print Layout view
Common	Undo an autocorrection
Excel	Add a border
Excel	Apply the Comma number format
Excel	Autofit column contents
Excel	Create a formula using the SUM function
Excel	Delete rows
Excel	Fill adjacent cells with formulas
Excel	adjust decimal places



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Excel	Insert a column
Excel	Merge and center cells
Excel	Rename a worksheet
Excel	Reorder worksheets
Excel	Wrap text in a cell
F & D mgmt	preview pane in documents library
F & D mgmt	Compress files
F & D mgmt	Copy a file between disks
F & D mgmt	Create a folder in Explorer
F & D mgmt	Cut a file
F & D mgmt	Delete a file in Explorer
F & D mgmt	Display a folder in Explorer
F & D mgmt	Extract compressed files
F & D mgmt	Move a file
F & D mgmt	Move a folder
F & D mgmt	Navigate through the Windows hierarchy
F & D mgmt	Rename a file
F & D mgmt	Save a workbook on OneDrive
F & D mgmt	Save with a new format (.pdf)
I & e-mail	Add an appointment to the Calendar
I & e-mail	Attach a file to an e-mail message
I & e-mail	Create a new e-mail message
I & e-mail	Enter a URL to go to a Web page
I & e-mail	Ethical Use of Information
I & e-mail	Evaluating Online Information
I & e-mail	Forward an e-mail message
I & e-mail	Go to a Favorite Web site
I & e-mail	Move an e-mail message to a folder
I & e-mail	Open an attachment
I & e-mail	Preview and print a Web page
I & e-mail	Refresh a web page
I & e-mail	Reply to an e-mail message
I & e-mail	Save an attachment
I & e-mail	Search the Web
I & e-mail	Switch to a different tab
I & e-mail	Turn off Pop-up Blocker
I & e-mail	Use a hyperlink to navigate to a Web page
I & e-mail	Use the New Tab page
PowerPoint	Add text to a shape



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PowerPoint	Apply a theme to a presentation
PowerPoint	Change the layout of a slide
PowerPoint	Duplicate a slide
PowerPoint	Insert a picture
PowerPoint	Insert a slide with a specified layout
PowerPoint	Move a slide in Slide Sorter view
PowerPoint	Print handouts
PowerPoint	Run a slide show
PowerPoint	Switch views
Word	Align data in table cells
Word	Change document margins
Word	Change line spacing
Word	Change paragraph spacing
Word	Create a numbered list from existing text
Word	Create a table
Word	Delete a table row
Word	Insert a page break
Word	Insert a row in a table
Word	Insert a table column
Word	Insert page numbers
Word	Move text
Word	Select a table
Word	Set a tab stop
Word	Set custom margins