



# 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*

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

## Data Analysis – (MS Excel)

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

<i>Description</i>	<i>Formula</i>
<i>Add, Subtract, Multiply and Divide</i>	=A1+B1
<i>SUM - Adding a range of numbers</i>	=SUM(A1:A4)
<i>AVERAGE – Find the average</i>	=AVERAGE(A1:A4)
<i>MIN – Find the low value</i>	MIN(A1:A4)
<i>MAX – Find the highest value</i>	MAX(A1:A4)
<i>COUNT – Finding how many numbers are in a range</i>	COUNT(A1:A4)
<i>COUNTA – Counting the number of items in a Range</i>	COUNTA(A1:A4)
<i>INT – Converts to the lowest whole number</i>	INT(A1)
<i>ROUND – Rounding up/down numbers</i>	ROUND(A1,2) The 2 is the number of decimal places
<i>VLOOKUP Looking up what particular values mean</i>	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.
<i>COUNTIF – Counting the number of specific items in a range</i>	COUNTIF(\$B\$1:\$C\$8,A2) Count how many times the value appears in the range \$B\$1:\$C\$8
<i>SUMIF – adding up specific values in a range</i>	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
<i>IF – Deciding what will go into a cell</i>	IF(\$B\$1:\$B\$8=A1,"A") IF the value in A1 appears in the range of cells then write A
<i>Multiple if's</i>	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

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

### Color codes in Stylesheets

- Has three parts:

**(RED, GREEN, BLUE)**

<i>Amount of Light (colour)</i>	<i>Hex code</i>
<i>Fully on</i>	FF
<i>¾ on</i>	C0
<i>½ on</i>	80
<i>¼ on</i>	40
<i>off</i>	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

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