

IST101 – Final Exam preparation

Successful completion of the final exam (30% of the course) requires taking 2 exams; a concepts exam (100 multiple choice, T/F, matching) and an applications exam (40 activities). The remaining 70% of the course is distributed as follows: 30% Lab assignments, 20% Quizzes, 10% Final project, and 10% Homework assignments and midterm exam.

Exam 1 – Terms and concepts related to: general information technology, hardware, software, digital data, Networking / Internet, Ethics. (100 objective Questions)

4 functions of the computer	Ch. 2 – Looking at Computers	General Information Tech.
Analog-digital converter	Ch. 5 – Digital Lifestyle	Digital Data
Android	Ch. 5 – Digital Lifestyle	Digital Data
Application SW	Ch. 7 – Application Software	Software (SW)
ASCII	Ch. 4 – Under the Hood	General Information Tech.
Bandwidth	Ch. 12 – Networks	Networking / Internet
Binary language	Ch. 2 – Looking at Computers	General Information Tech.
Binary numbering system	Ch. 2 – Looking at Computers	General Information Tech.
Bit	Ch. 2 – Looking at Computers	General Information Tech.
Bluetooth	Ch. 5 – Digital Lifestyle	Digital Data
Boot process	Ch. 8 – System Software	Software (SW)
Breadcrumb trail	Ch. 10 – Using the Internet	Networking / Internet
Censorship	Ch. 6 - Ethics	Ethical issues
Computer literate	Ch. 1 – Why Computers Matter	General Information Tech.
Copyright law	Ch. 6 - Ethics	Ethical issues
CPU, ALU, Control Unit	Ch. 3 – Understanding Hardware	Hardware
Cyber bullying	Ch. 6 - Ethics	Ethical issues
Data dictionary	Ch. 9 – Database / Info. Sys.	Digital Data
Data integrity, data redundancy	Ch. 9 – Database / Info. Sys.	Digital Data
Data mining	Ch. 1 – Why Computers Matter	General Information Tech.
Data query	Ch. 9 – Database / Info. Sys.	Digital Data
Database	Ch. 9 – Database / Info. Sys.	Digital Data
Database administrator	Ch. 9 – Database / Info. Sys.	Digital Data
DBMS	Ch. 9 – Database / Info. Sys.	Digital Data
Desktop vs. laptop	Ch. 3 – Understanding Hardware	Hardware
Digital divide	Ch. 1 – Why Computers Matter	General Information Tech.
Directories	Ch. 8 – System Software	Software (SW)
Disk cleanup	Ch. 8 – System Software	Software (SW)
Disk defrag	Ch. 8 – System Software	Software (SW)
Domain name	Ch. 10 – Using the Internet	Networking / Internet
Dpi	Ch. 2 – Looking at Computers	General Information Tech.
e-reader	Ch. 5 – Digital Lifestyle	Digital Data
Ergonomics	Ch. 2 – Looking at Computers	General Information Tech.
Fiber optic	Ch. 12 – Networks	Networking / Internet
File path	Ch. 8 – System Software	Software (SW)
Firefox, IE, Safari	Ch. 10 – Using the Internet	Networking / Internet
Flash drive	Ch. 2 – Looking at Computers	Hardware
GUI	Ch. 8 – System Software	Software (SW)
Hardware	Ch. 1 – Why Computers Matter	Hardware

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Help desk	<i>Ch. 13 - Careers</i>	<i>General Information Tech.</i>
Hertz	<i>Ch. 2 – Looking at Computers</i>	<i>General Information Tech.</i>
Hexadecimal numbering system	<i>Ch. 4 – Under the Hood</i>	<i>General Information Tech.</i>
HTTP	<i>Ch. 10 – Using the Internet</i>	<i>Networking / Internet</i>
https:	<i>Ch. 10 – Using the Internet</i>	<i>Networking / Internet</i>
Information technology	<i>Ch. 1 – Why Computers Matter</i>	<i>General Information Tech.</i>
Input, input devices	<i>Ch. 2 – Looking at Computers</i>	<i>Hardware</i>
installation	<i>Ch. 7 – Application Software</i>	<i>Software (SW)</i>
Intellectual property	<i>Ch. 6 - Ethics</i>	<i>Ethical issues</i>
Internet	<i>Ch. 10 – Using the Internet</i>	<i>Networking / Internet</i>
IP address	<i>Ch. 12 – Networks</i>	<i>Networking / Internet</i>
Jpeg	<i>Ch. 5 – Digital Lifestyle</i>	<i>Digital Data</i>
KB, MB, GB	<i>Ch. 2 – Looking at Computers</i>	<i>General Information Tech.</i>
LCD	<i>Ch. 2 – Looking at Computers</i>	<i>General Information Tech.</i>
Logic operators	<i>Ch. 4 – Under the Hood</i>	<i>General Information Tech.</i>
Machine cycle	<i>Ch. 3 – Understanding Hardware</i>	<i>Hardware</i>
Memory module	<i>Ch. 3 – Understanding Hardware</i>	<i>Hardware</i>
Motherboard	<i>Ch. 2 – Looking at Computers</i>	<i>Hardware</i>
MS-Access	<i>Ch. 9 – Database / Info. Sys.</i>	<i>Digital Data</i>
Multimedia	<i>Ch. 10 – Using the Internet</i>	<i>Networking / Internet</i>
Netiquette	<i>Ch. 10 – Using the Internet</i>	<i>Networking / Internet</i>
Network	<i>Ch. 12 – Networks</i>	<i>Networking / Internet</i>
Network adaptor	<i>Ch. 12 – Networks</i>	<i>Networking / Internet</i>
NIC	<i>Ch. 2 – Looking at Computers</i>	<i>Hardware</i>
Node	<i>Ch. 12 – Networks</i>	<i>Networking / Internet</i>
NOS	<i>Ch. 8 – System Software</i>	<i>Software (SW)</i>
Off shoring	<i>Ch. 13 - Careers</i>	<i>General Information Tech.</i>
Operating system	<i>Ch. 8 – System Software</i>	<i>Software (SW)</i>
Output, output devices	<i>Ch. 2 – Looking at Computers</i>	<i>Hardware</i>
Outsourcing	<i>Ch. 13 - Careers</i>	<i>General Information Tech.</i>
Packet	<i>Ch. 12 – Networks</i>	<i>Networking / Internet</i>
Path	<i>Ch. 10 – Using the Internet</i>	<i>Networking / Internet</i>
Pixel	<i>Ch. 2 – Looking at Computers</i>	<i>General Information Tech.</i>
PMP	<i>Ch. 5 – Digital Lifestyle</i>	<i>Digital Data</i>
podcast	<i>Ch. 10 – Using the Internet</i>	<i>Networking / Internet</i>
Ppm	<i>Ch. 2 – Looking at Computers</i>	<i>General Information Tech.</i>
Primary key	<i>Ch. 9 – Database / Info. Sys.</i>	<i>Digital Data</i>
Privacy	<i>Ch. 6 - Ethics</i>	<i>Ethical issues</i>
Protocol	<i>Ch. 10 – Using the Internet</i>	<i>Networking / Internet</i>
QWERTY	<i>Ch. 2 – Looking at Computers</i>	<i>Hardware</i>
RAM, ROM	<i>Ch. 2 – Looking at Computers</i>	<i>General Information Tech.</i>
Router	<i>Ch. 12 – Networks</i>	<i>Networking / Internet</i>
Screen resolution	<i>Ch. 2 – Looking at Computers</i>	<i>General Information Tech.</i>
Server	<i>Ch. 10 – Using the Internet</i>	<i>Networking / Internet</i>
Silicon	<i>Ch. 4 – Under the Hood</i>	<i>Hardware</i>
SMS, MMS	<i>Ch. 5 – Digital Lifestyle</i>	<i>Digital Data</i>
Software	<i>Ch. 1 – Why Computers Matter</i>	<i>General Information Tech.</i>

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Spam, virus	Ch. 1 – Why Computers Matter	General Information Tech.
SW - Accounting	Ch. 7 – Application Software	Software (SW)
SW - Educational	Ch. 7 – Application Software	Software (SW)
SW - Image editing	Ch. 7 – Application Software	Software (SW)
SW - Multimedia	Ch. 7 – Application Software	Software (SW)
SW - Open source	Ch. 7 – Application Software	Software (SW)
SW - PIM	Ch. 7 – Application Software	Software (SW)
SW - Presentation	Ch. 7 – Application Software	Software (SW)
SW - Spreadsheet	Ch. 7 – Application Software	Software (SW)
SW - Web based	Ch. 7 – Application Software	Software (SW)
SW - Word processing	Ch. 7 – Application Software	Software (SW)
Switch	Ch. 12 – Networks	Networking / Internet
System requirements	Ch. 7 – Application Software	Software (SW)
System SW	Ch. 7 – Application Software	Software (SW)
Tablet vs. smart phone	Ch. 5 – Digital Lifestyle	Digital Data
Task Manager	Ch. 8 – System Software	Software (SW)
telecommuting	Ch. 13 - Careers	General Information Tech.
Top-level domain	Ch. 10 – Using the Internet	Networking / Internet
UNIX, LINUX, Windows 8	Ch. 8 – System Software	Software (SW)
URL	Ch. 10 – Using the Internet	Networking / Internet
USB, HDMI port	Ch. 2 – Looking at Computers	General Information Tech.
User interface	Ch. 8 – System Software	Software (SW)
Utility program	Ch. 8 – System Software	Software (SW)
Video card	Ch. 3 – Understanding Hardware	Hardware
Virtual memory	Ch. 8 – System Software	Software (SW)
VoIP	Ch. 5 – Digital Lifestyle	Digital Data
Web Browser	Ch. 10 – Using the Internet	Networking / Internet
Webcast	Ch. 10 – Using the Internet	Networking / Internet
Wiki	Ch. 10 – Using the Internet	Networking / Internet
Wizard	Ch. 7 – Application Software	Software (SW)

Exam 2 - Word processing, file management, spreadsheet, and presentation software activities:

WD Activity 1.01: Starting a New Word Document and Inserting Text

WD Activity 1.15: Changing Line Spacing

WD Activity 1.16: Indenting Text and Adding Space After Paragraphs

WD Activity 1.17: Creating a Bulleted List

WD Activity 2.01: Creating a Table

WD Activity 2.02: Adding Text to a Table

WD Activity 2.13: Creating a Cover Letter

WD Activity 2.14: Finding and Replacing Text

WD Activity 2.17: Checking Spelling and Grammar Errors

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WD Activity 3.01: Formatting Text and Page Numbers in a Research Paper

WD Activity 3.04: Adding Citations

WD Activity 3.06: Creating a Reference Page

WD Activity 3.11: Inserting a Clip Art Image

OF Step 1.1.1: Create Folders and Subfolders

OF Step 1.1.2: Create and Save a File

OF Step 1.1.3: Rename and Delete a Folder

OF Step 1.1.4: Open and Copy a File

OF Step 1.3.1: Open and Save a File

OF Step 1.3.2: Preview and Print a File

OF Step 1.4.1: Move, Copy, and Paste Text

XL Activity 1.01: Starting Excel and Naming and Saving a Workbook

XL Activity 1.02: Navigating a Worksheet and a Workbook

XL Activity 1.06: Entering Numbers

XL Activity 1.14: Deleting Unused Sheets in a Workbook

XL Activity 1.15: Printing a Worksheet

XL Activity 1.17: Checking Spelling in a Worksheet

XL Activity 1.19: Using Arithmetic Operators

XL Activity 1.21: Editing Values in a Worksheet

XL Activity 1.22: Formatting Cells with the Percent Style

XL Activity 1.07: Constructing a Formula and Using the SUM function

PP Activity 1.02: Entering Presentation Text and Saving a Presentation

PP Activity 1.04: Inserting a New Slide

PP Activity 1.05: Increasing and Decreasing List Levels

PP Activity 1.06: Adding Speaker's Notes to a Presentation

PP Activity 1.07: Displaying and Editing Slides in the Slide Pane

PP Activity 1.08: Inserting a Picture from a File

PP Activity 1.13: Printing a Presentation

PP Activity 1.22: Applying Slide Transitions to a Presentation

PP Activity 1.11: Viewing a Slide Show

PP Activity 1.12: Inserting Headers and Footers