

**COMP 1000 Introduction to Computers  
Exemption Test Information  
Lanier Technical College**

To exempt the course, all testing parts shown below must be passed with a grade of 70 or better.

**Test Part 1** Theory test consisting of 30 true-false questions.

**Test Part 2** Production test utilizing Microsoft 365 versions of Word, Excel, Access, and PowerPoint. Performance errors will be penalized five points each. Each project will be assigned a grade. Each student must pass ALL projects with a 70 or better to exempt COMP 1000.

**Study Guide for COMP 1000**

To exempt COMP 1000, Introduction to Computers, you must demonstrate knowledge of fundamental concepts and operations necessary to use Office 365 and computer systems. The exemption test is based on the competencies that are taught and tested during the course.

Part 1 of the test is a theory portion covering fundamental concepts. Part 2 is a performance portion requiring you to demonstrate your ability to accomplish specific tasks on the computer.

**Part 1: Theory**

You will answer multiple-choice questions showing that you:

- Have an understanding of computer concepts terminology
- Know what hardware is, understand and provide examples
- Understand the differences in hardware and software
- Know what software is, understand and provide examples
- Understand viruses
- Understand different screen views available in all Office 2016 or 365 applications
- Use design features of PowerPoint
- Understand basic cell referencing in Excel
- Understand creating formulas and functions within Excel
- Understand capabilities of mail merge within Office 365
- Apply general knowledge of keyboard shortcuts in Office 365
- Recognize errors in Excel
- Understand the basic concepts of software applications

- Understand multi-tasking
- Understand Spelling and Grammar feature in Office 365
- Understand the purpose of a database, spreadsheets, presentations and word processing and e-mail applications
- Understand basic screen capture tools in Windows
- Understand implications of file downloads from Internet
- Understand use of basic tools common across Office 365

## **Part 2: Performance**

### **Excel 365**

- Create and save a workbook
- Create formulas and functions
- Display different views for worksheet
- Create a chart from the data
- Print spreadsheet

### **Access 365**

- Create a database
- Create and manipulate objects within the database
- Enter data
- Extract specific data
- Print

### **PowerPoint 365**

- Create, design and save a presentation
- Print

### **Word 365**

- Create and save a document
- Apply formatting
- Check Spelling
- Print a Document