

# Information Technology 110

## Final Exam Review

The final exam for this course will cover all of the content we have gone over since we began in February. It will be made up of a series of multiple choice, true or false, fill in the blank, matching/labeling, and short answer questions. It will also have a computer component where you will use both MS Word and Excel. Please refer to the PowerPoints on the course website: [hamptonhigh.ca/haas](http://hamptonhigh.ca/haas) to help you prepare.

### The following topics will be covered on the Exam:

#### 1. Information Technology

- What is information Technology?
- How much does it influence our lives?  
Examples.
- Operating Systems - Working in Windows 7
- File Management (saving, moving, copy, cut, paste)

#### 2. The Internet

- Define the Internet
- How the Internet Works:
  - Connection Device (Computer, Cell phone etc..)
  - Network Interface Cards
  - Network Wire
  - Modems
  - Browsers
  - ISP
  - Domain Names / DNS Server / IP Addresses
  - Routers
  - Servers
- Email
  - Sending / Receiving / Replying / Forwarding
  - To:, Cc:, Bcc:
  - Attachments
  - How it works
- Searching Using Google – Key Words

#### 3. Social Media

- What is Social Media?
- User Generated Content
- Examples of Social Media
  - Blogging
  - Twitter
  - Youtube
  - Facebook

#### 4. Computers

Three Main things every computer is made of:

- **Hardware :**
  - Computer tower (case)
  - CPU (Central Processing Unit)
  - RAM (Random access memory)
  - Hard disk drive
  - Motherboard
  - Graphics card
  - Sound card
  - Network card
  - Power supply
  - Fan
  - Ports (USB, Firewire)
- **Software:**
  - Operating Systems
  - Application Software
- **Peripherals:**
  - **Input**
    - Keyboard, Mouse etc...
  - **Output**
    - Monitor, Speakers etc..

## 5. Microsoft Office

### Word:

- Font size, colour, style, B, I, U
  - Alignment
  - Bullets & Numbering
  - Indents
  - Saving
  - Copy, paste, cut
  - undo, redo
  - Columns
  - Find and Replace
  - Tables
  - Columns, Rows, Cells
  - Columns, Rows - Sizing Width & Height
  - Cell Alignment
  - Border options (Thickness & Colour)
  - Shading
  - Merge and split cells
  - Auto Shapes
  - Textboxes
  - Inserting pictures & Clipart
  - Cropping, Rotating, Resizing
  - Order for pictures and shapes (Send to Front/Back)
  - Layout (Word Wrapping)
- **Other Topics Discussed:**
    - Page Layout – Margins & Orientation
    - Templates
    - Drop Cap
    - Background
    - Watermark

## 5. Excel

- Columns, Rows, Cells
- Inputting Data
- Formulas & Functions
- Auto sum
- Sorting (alphabetical)
- Inserting Charts & Graphs
- Merge & Center
- Format Cells Styles (Currency, etc...)
- Borders and Shading