***Before you start, please:***

1. Inset the CIS101 class USB Thumb drive
2. On the USB root folder/directory, create the ***CIS101*** folder (unless the folder already exists)
3. Under ***CIS101***, create ***Final-Exam-Files*** folder (unless the folder already exists)
4. Use ***USB-thumb-drive-letter:\CIS101\Final-Exam-Files*** to store all Final exam files
5. Download ***Final-Exam.docx*** to ***Final-Exam-Files*** folder
6. Open the ***USB-thumb-drive-letter:\CIS101\Final-Exam-Files\Final-Exam.docx*** file,answer all questions, save the changes to the file, and upload to Moodle.

Q1) (3 points) List the five MS Office 2013/2016 and MS Office 376 products/options (must get at least 3 correct for 1 point and 4 correct for 2 points):

|  |
| --- |
| **MS Office 2013/2016 and MS Office 365 Products/options** |
|  |
|  |
|  |
|  |
|  |

Q2) (4 points) List five MS Office productivity applications (must get at least 3 correct for 1 point and 4 correct for 2 points):

|  |
| --- |
| **MS Office Productivity Applications** |
|  |
|  |
|  |
|  |
|  |

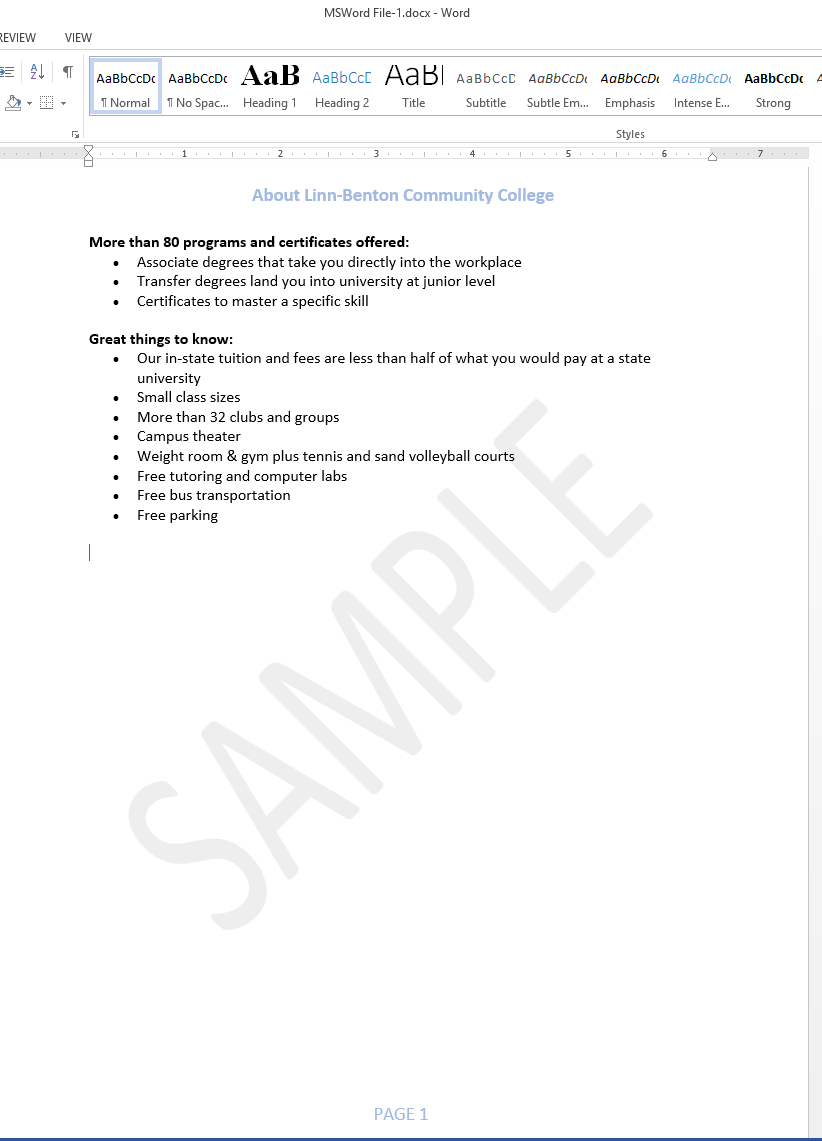
Q3) (3 points) List three mobile Operating Systems one could use the Office Mobile apps from (must get at least 1 correct for 1 point and 2 correct for 2 points):

|  |
| --- |
| **MS Office Apps Mobile Operating Systems** |
|  |
|  |
|  |

Q4) (10 points – subtract 1 point for each error) Start MS Word, on the ***New/Templates*** screen, click on ***Blank document*** and create a file that is identical to the one below (minus the SAMPLE background):

Guidelines:

1. Font = Calibri for all
2. Font size:
   1. Text, in black = 12
   2. Page header and footer, in Blue = 14
3. Category headers, Header and Footer are bold
4. No space between category headers and text



1. Save as ***MSWord File-2.docx*** in ***Final-Exam-Files*** folder
2. Snip the file content (including header and footer)
3. Save as ***snip-1.jpg*** in ***Final-Exam-Files*** folder.

Paste-snip-1-here

Q5) (5 points – subtract 1 point for each error) Start Google Docs and produce the same doc as above with same guidelines:

HINT: Feel free to copy-n-paste.

1. Create an **LBCC** folder (unless the folder already exists), and inside the **LBCC** folder create **CIS101** ***Midterm*** sub-folder
2. Save as ***GoogleDoc-2*** in ***LBCC\CIS101* Final** folder
3. Snip the file content (including header and footer)
4. Save as ***snip-2.jpg*** in ***Final-Exam-Files*** folder.

Paste-snip-2-here

Q6) (5 points) Change the ***GoogleDoc-2*** document permissions so anyone on the Internet ***Can edit*** the document:

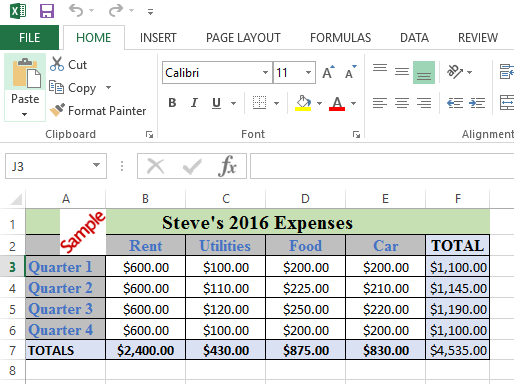
1. Right-click on ***GoogleDoc-1***
2. Click on ***Share***
3. Click on ***Advanced***
4. Click on ***Change*** under ***Who has access***
5. Select ***On – On public on the web***
6. From the ***Access*** drop-down menu, select ***Can Edit***, then click on ***Save***
7. Use the Snipping tool to capture the permission window
8. Use the red Pen to circle the document permissions under ***Who has access***
9. Save as ***snip-3.jpg*** in ***Final-Exam-Files*** folder
10. From the ***Link Sharing*** window, click on ***Done.***

Paste-snip-3-here

Q7) (10 points – subtract 1 point for each error) Start MS Excel, on the ***New/Templates*** screen, click on ***Blank workbook*** and create a spreadsheet that is identical to the one below (minus the at top-right):

Guidelines:

1. Font = Times New Roman for all
2. Font size:
   1. Steve’s 2016 Expenses header, in black, bold and size = 15
   2. Expense category headers and month, in black, bold and size = 12
3. Dollar values format = Currency with two decimal points
4. Center expense category headers and expense values
5. Select similar colors – don’t have to be identical
6. Use the Sum function to add the totals



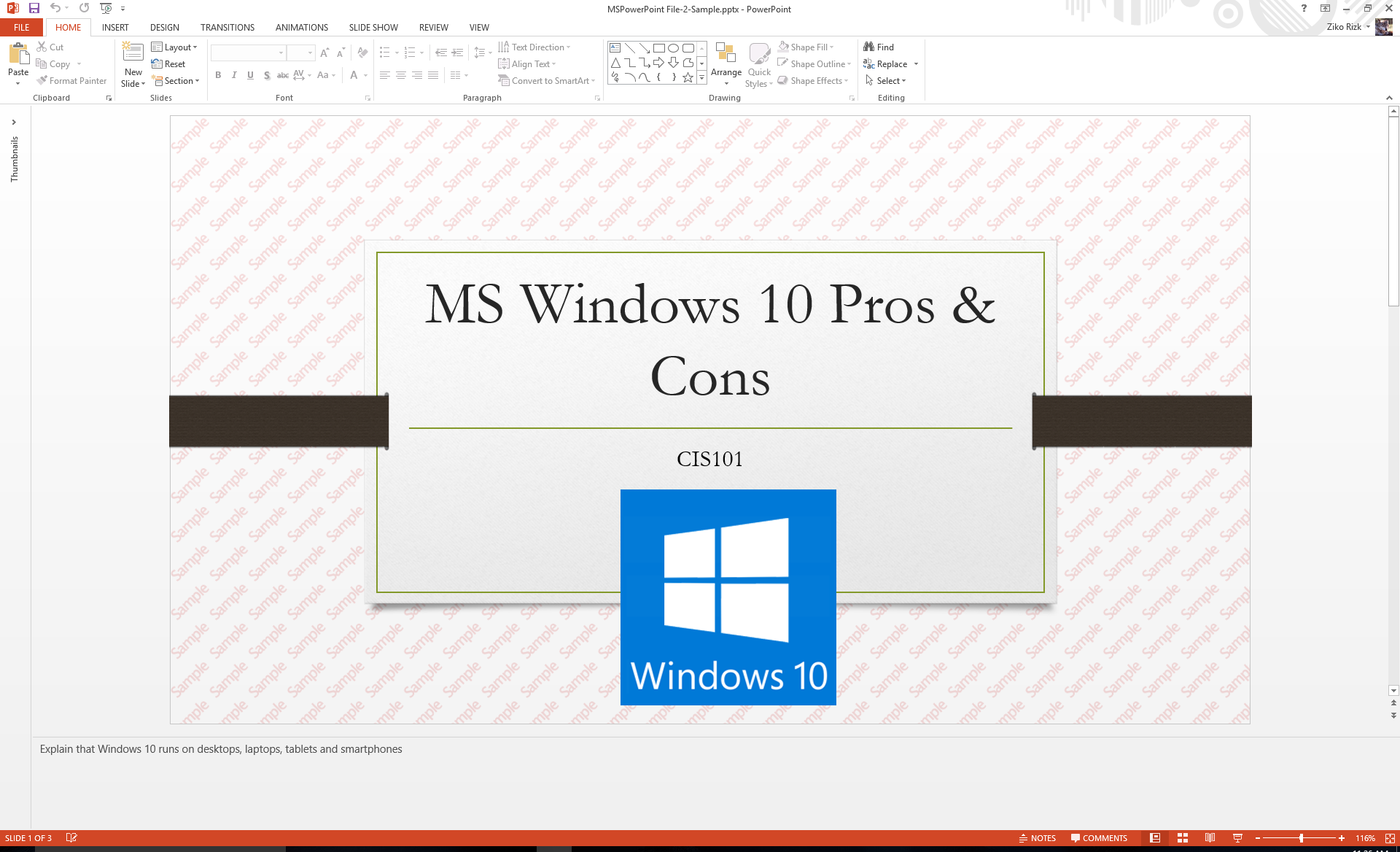
1. Save as ***MSExcel File-2.xlsx*** in ***Final-Exam-Files*** folder
2. Snip the file content
3. Save as ***snip-4.jpg*** in ***Final-Exam-Files*** folder.

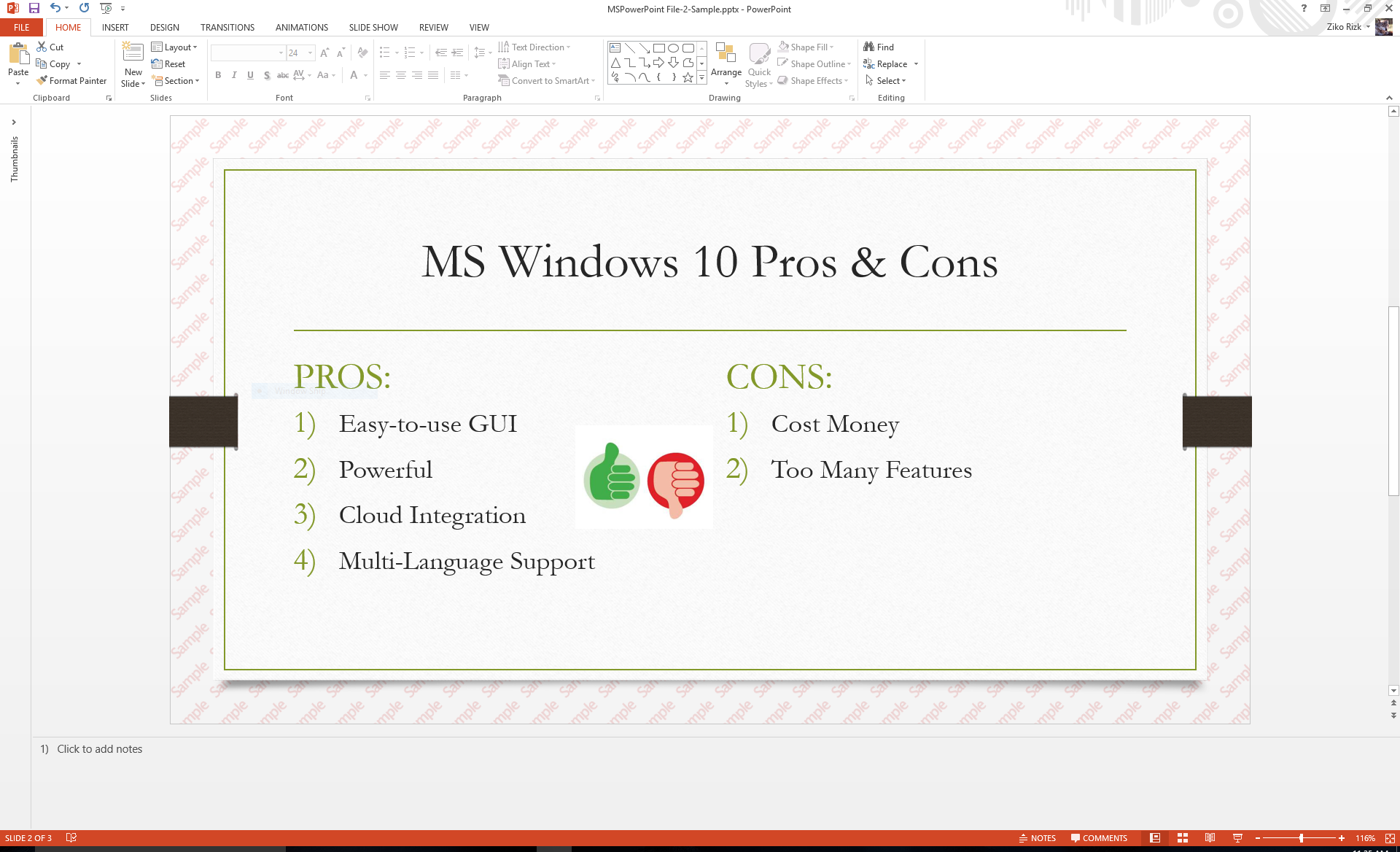
Paste-snip-4-here

Q8) (5 points – subtract 1 point for each error) Start MS PowerPoint, on the ***New/Templates*** screen, click on ***Blank presentation*** and create a new file with the following three slides (minus the tiled slide background):

Guidelines:

1. Use the ***Organic*** theme with the default/first variation
2. Make sure to enter the ***Notes*** one slide-1
3. For the graphics/pictures, search online pictures:
   1. For slide-1, search for ***MS Windows 10***
   2. For slide-2, search for ***pros and cons***
   3. For slide-3, search for ***two thumbs up***
   4. NOTE: If you can’t find the exact picture, use a similar picture.







1. Save as ***MSPowerPoint File-2.pptx*** in ***Final-Exam-Files*** folder
2. Select the first slide
3. Maximize the Slides/navigation pane (manually to enlarge the three slides)
4. Snip the entire PowerPoint window
5. Save as ***snip-5.jpg*** in ***Final-Exam-Files*** folder.

Paste-snip-5-here

Q9) (5 points – subtract 1 point for each error) Create the above slides using Microsoft OneDrive PowerPoint:

1. Logon to ***OneDrive*** using your Microsoft account
2. From the navigation pane, click one ***Files*** and create ***\LBCC\CIS101*** (unless it already exists)
3. From the menu, click on ***New***, then click on ***PowerPoint Presentation***
4. Create the above slides using the same guidelines
5. Save as ***MSPowerPoint File-2*** in ***LBCC\CIS101***
6. Select slide first slide
7. Use the red Pen to circle the file name, ***MSPowerPoint File-2***, and the notes at the bottom of the screen
8. Snip the entire screen
9. Save as ***snip-6.jpg*** in ***Final-Exam-Files*** folder.

Paste-snip-6-here