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**Book Information**

*Century 21® Computer Skills and Applications, Lessons 1-90*

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**Exam Topics**


II. Alphabetic Keys (correlated with MicroType lessons).

III. Input Skill Development.

IV. Help.

V. E-Mail and Personal Information Management.

VI. Input Skill Development.

VII. Word Processing--Letters.

VIII. Word Processing--Tables.

IX. Presentation--Slide Shows.

X. Input Skill Development.

XI. Word Processing--Reports.
XII. Spreadsheet—Learn Spreadsheet Essentials.

XIII. Word Processing—Special Documents.

XIV. Learn Database.

XV. Input Skill Development.

XVI. HPJ Communication Specialists: An Integrated Project.

XVII. Assessment.

Sample Questions

1. In most cases, a thorough application letter and detailed resume will take the place of an application form.
   a. True
   b. False

2. If your table has a source note, you may position it beneath the gridlines of the table at the table’s left edge.
   a. True
   b. False

3. The software’s Help features can be accessed by tapping
   a. the H key.
   b. F1.
   c. the Backspace key.
   d. the space bar.

4. One common type of peripheral device is
   a. a CPU.
   b. the operating system.
   c. a wireless network router.
   d. application software.

5. A database may include __________ for summarizing and presenting information.
   a. queries
   b. tables
   c. reports
   d. forms