**LAB EXAMS STUDY GUIDE**

---

### SYSTEMS LAB EXAM

On Thursday, January 28, 2015, you will take the Systems Lab Exam. This exam uses the same format as the Labs in SIMnet. The Lab Exam will consist of 20 questions and will cover the material learned in Systems Labs 1, and 2. The exam must be done in your regularly scheduled lab time and you must bring your ID to the lab to take the exam. The Systems Lab Exam is due at 4:00pm on Thursday.

The best way to study for this exam is by taking the optional Lab Exam Training for Systems in SIMnet. You will not be able to do the trainings in the lab on the day of the exam, so plan accordingly. You can do them in the lab before Thursday, on your home system, or in the library.

The TAs will NOT be able to answer any questions during the exam relating to the material in the exams. Please do not ask them to do so.

---

### WORD LAB EXAM

On Tuesday, February 16, 2015, you will take the Word Lab Exam. This exam uses the same format as the Labs in SIMnet. The Lab Exam will consist of 40 questions and will cover the material learned in Word Chapters 1, 2, 3, and 4. The exam must be done in your regularly scheduled lab time and you must bring your ID to the lab to take the exam. The Word Lab Exam is due at 4:00pm on Tuesday.

The best way to study for this exam is by taking the optional Lab Exam Training for Word in SIMnet. You will not be able to do the trainings in the lab on the day of the exam, so plan accordingly. You can do them in the lab before Thursday, on your home system, or in the library.

The TAs will NOT be able to answer any questions during the exam relating to the material in the exams. Please do not ask them to do so.

---

### ADVANCED WORD LAB EXAM

On Thursday, March 3, 2015, you will take the Advanced Word Lab Exam. This exam uses the same format as the Labs in SIMnet. The Lab Exam will consist of 40 questions and will cover the material learned in Advanced Word Units 1, 2, 3, and 4. The exam must be done in your regularly scheduled lab time and you must bring your ID to the lab to take the exam. The Word Lab Exam is due at 4:00pm on Thursday.

The best way to study for this exam is by taking the optional Lab Exam Training for Advanced Word in SIMnet. You will not be able to do the trainings in the lab on the day of the exam, so plan accordingly. You can do them in the lab before Thursday, on your home system, or in the library.

The TAs will NOT be able to answer any questions during the exam relating to the material in the exams. Please do not ask them to do so.
POWERPOINT LAB EXAM

On Tuesday, March 22, 2015, you will take the Powerpoint Lab Exam. This exam uses the same format as the Labs in SIMnet. The Lab Exam will consist of 40 questions and will cover the material learned in Powerpoint Chapters 1, 2, 3, and 4. The exam must be done in your regularly scheduled lab time and you must bring your ID to the lab to take the exam. The Powerpoint Lab Exam is due at 4:00pm on Tuesday.

The best way to study for this exam is by taking the optional Lab Exam Training for Powerpoint in SIMnet. You will not be able to do the trainings in the lab on the day of the exam, so plan accordingly. You can do them in the lab before Thursday, on your home system, or in the library.

The TAs will NOT be able to answer any questions during the exam relating to the material in the exams. Please do not ask them to do so.

EXCEL LAB EXAM

On Thursday April 14, 2015, you will take the Excel Lab Exam. This exam uses the same format as the Labs in SIMnet. The Lab Exam will consist of 40 questions and will cover the material learned in Excel Chapters 1, 2, 3, and 4. The exam must be done in your regularly scheduled lab time and you must bring your ID to the lab to take the exam. The Excel Lab Exam is due at 4:00pm on Thursday.

The best way to study for this exam is by taking the optional Lab Exam Training for Excel in SIMnet. You will not be able to do the trainings in the lab on the day of the exam, so plan accordingly. You can do them in the lab before Thursday, on your home system, or in the library.

The TAs will NOT be able to answer any questions during the exam relating to the material in the exams. Please do not ask them to do so.

ADVANCED EXCEL LAB EXAM

On Tuesday, May 3, 2015, you will take the Advanced Excel Lab Exam. This exam uses the same format as the Labs in SIMnet. The Lab Exam will consist of 40 questions and will cover the material learned in Advanced Excel Chapters 1, 2, 3, and 4. The exam must be done in your regularly scheduled lab time and you must bring your ID to the lab to take the exam. The Advanced Excel Lab Exam is due at 4:00pm on Tuesday.

The best way to study for this exam is by taking the optional Lab Exam Training for Advanced Excel in SIMnet. You will not be able to do the trainings in the lab on the day of the exam, so plan accordingly. You can do them in the lab before Thursday, on your home system, or in the library.

The TAs will NOT be able to answer any questions during the exam relating to the material in the exams. Please do not ask them to do so.