LECTURE EXAMS STUDY GUIDE

LECTURE EXAM #1

During the week of September 17th to the 23rd (on the 17th if you are on campus) you will take your first Lecture Exam. The Lecture Exam uses Canvas to complete the exam. The Lecture Exam will consist of 30 questions and will cover the lectures identified below. There is no set time for the Lecture Exam; however it must be taken individually without notes or the lecture slides.

The best way to study for this exam is by reviewing your notes from each of the lectures listed below, the review material, and the lecture handouts. Good Luck!

LECTURE EXAM CONTENT

- Lectures
  - ✓ Computer Basics
  - ✓ Bits, Bytes and Files
  - ✓ Excel Concepts
  - ✓ Excel Formulas

LECTURE EXAM #2

During the week of October 22nd to the 28th, (on the 22nd if you are on campus) you will take your second Lecture Exam. The Lecture Exam uses Canvas to complete the exam. The Lecture Exam will consist of 30 questions and will cover the lectures identified below. There is no set time for the Lecture Exam; however it must be taken individually without notes or the lecture slides.

The best way to study for this exam is by reviewing your notes from each of the lectures listed below, the review material, and the lecture handouts. Good Luck!

LECTURE EXAM CONTENT

- Lectures
  - ✓ Excel Charts and Tables
  - ✓ Designing a Document
  - ✓ Searching for Information
  - ✓ Excel Recap
During the week of December 3rd to the 9th, (on the 3rd if you are on campus) you will take your third Lecture Exam. The Lecture Exam uses Canvas to complete the exam. The Lecture Exam will consist of 30 questions and will cover the lectures identified below. There is no set time for the Lecture Exam; however it must be taken individually without notes or the lecture slides.

The best way to study for this exam is by reviewing your notes from each of the lectures listed below, the review material, and the lecture handouts. Good Luck!

LECTURE EXAM CONTENT

- Lecture
  - ✓ Excel Advanced Formulas
  - ✓ How to Analyze Large Data Sets
  - ✓ Creating an Effective Presentation
  - ✓ Security and Privacy