**LECTURE EXAMS STUDY GUIDE**

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**LECTURE EXAM #1**

During the week of September 18\(^{th}\) to the 24\(^{th}\) 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!

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**LECTURE EXAM CONTENT**

- Lectures
  - ✓ Computer Basics
  - ✓ Bits, Bytes and Files
  - ✓ Security and Privacy
  - ✓ Introduction to Excel

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**LECTURE EXAM #2**

During the week of October 23\(^{rd}\) to the 29\(^{th}\), 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!

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**LECTURE EXAM CONTENT**

- Lectures
  - ✓ Working with Large Workbooks
  - ✓ Excel Charts and Tables
  - ✓ Introduction to Word
  - ✓ Searching for Information
  - ✓ Citation Tools and Databases
During the week of December 4th to the 10th, 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 Recap and Advanced Formulas
  - ✓ How to Analyze Large Data Sets
  - ✓ Making Excel Work for you
  - ✓ Introduction to PowerPoint
  - ✓ Creating an Effective Presentation