

# IC3 Student Log: Module 2 – Key Applications

<http://certprep.certiport.com/>

Student Name: \_\_\_\_\_ Social Studies Period \_\_\_\_\_

## Module 2: Key Applications

## Section 1.0: Common Program Functions

Section #	Title	Pre Date	Pre Score	Training Date	Test Date	Test Score	Comments
	<b>Start, Exit and Help</b>						
21101	Start a Windows application						
21102	Exit a Windows application						
21103	ID and prioritize help resources						
21104	Access online help						
21105	Use help search functionality						
21106	Access Internet-based help functionality						
	<b>Application Basics</b>						
21201	ID on-screen elements in Windows applications						
21202	Display or hide toolbars						
21203	Switch between open documents						
21204	Change views						
21205	Change magnification level						
21206	Create new files						
21207	Create new files based on pre-existing templates						
21208	Open files						
21209	Save files						
21210	Save files in different locations, names, file formats						
21211	ID and solve common problems relating to files						
	<b>Editing and Fomating</b>						
21301	Navigate around open files						
21302	Select information						
21303	Clear selected information						
21304	Cut selected information						
21305	Copy selected information						
21306	Paste cut or copied information						
21307	Use the Undo, Redo and Repeat commands						
21308	Find information						
21309	Replace information						
21310	Check spelling						
21311	Change fonts						
21312	Bold, underline, italicize text						
21313	Change text color						
21314	Apply text effects						
21315	Change text orientation						
	<b>Printing</b>						
21401	Set margins						
21402	Change paper size and orientation						
21403	Preview a file before printing						
21404	Print files						
21405	Use common printing options						
21406	Solve common problems associated with printing						



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**Module 2: Key Applications**

**Section 3.0: Spreadsheet Functions**

Section #	Title	Pre Date	Pre Score	Training Date	Test Date	Test Score	Comments
23101	Insert data into cells						
23101	Modify data in cells						
23102	Fill cells						
23103	Insert cells						
23104	Insert and delete cells						
23105	Insert and delete rows and columns						
23106	Insert and delete worksheets						
23107	Adjust column width and row height						
22108	Adjust column width using AutoFit						
23109	Hide and unhide rows and columns						
23201	Sort worksheet data based on one criteria						
23202	Sort worksheet data based on multiple criteria						
23203	Insert arithmetic formulas into worksheet cells						
23204	ID frequently used worksheet functions						
23205	Insert formulas that incl. wksht functions into cells						
23206	Modify formulas and functions						
23207	Use AutoSum						
23208	ID common errors in formulas and functions						
23219	Draw logical conclusions based on worksheet data						
23210	Absolute vs. relative cell addresses						
23301	Change number formats						
23302	Specify cell borders and shading						
23303	Specify cell alignment (wrapping, rotation, etc.)						
23304	Create and apply styles						
23305	Apply table AutoFormats						
23306	Use the Format Painter						
23307	Insert a page break						
23308	Create headers and footers						
23309	Set a print area						
23310	Specify scaling for printing						
23311	Set gridlines to print						
23312	Specify repeating rows and columns						
23401	Insert and modify pictures in a worksheet						
23402	Insert and manipulate drawn objects into a wksht						
23403	Create a chart based on worksheet data						
23404	Change chart type						
23405	Modify chart elements						
23406	Recognize if a graph accurately repr. Wksht data						

