

SAM/TOM Information

Publisher: Thomson Learning

SAM - This "**Skills Assessment Manager**" tests the students' knowledge of Windows, Word, Excel, PowerPoint, Access, or Outlook in a "live" application environment. Tests are designed to work with the students' textbook. SAM will ask students to perform very specific activities (for example, how to "copy and paste" in Word) - and will measure performance in that application.

TOM - This "**Training Online Manager**" helps students learn and practice Windows, Word, Excel, PowerPoint, Access, or Outlook skills. Lessons are designed to work with the students' textbook, cover almost every level of skill, and give students the opportunity to see a skill demonstrated. They can then practice that skill (with and without step-by-step help). TOM will help students master the skills that SAM says they need help with.

Faculty Evaluation of SAM/TOM:

1. How has SAM helped the CIS 110 instructors? (In other words, what have the instructors gained by integrating SAM into their courses)?
SAM has helped to put the CIS 110 instructors in control of how they deliver computer training in their courses. The software has also helped the instructors to reinforce their students' knowledge of key computer concepts with practical application exercises. With this tool, the instructors can schedule assessments, and track exam grades and training progress.
2. How has SAM helped the CIS 110 students? (What have the students gained from the integration of SAM into their course)?
SAM has helped the CIS 110 students to master hundreds of essential computer concepts, including input/output devices, file management, desktop applications, computer privacy, and much more in a hands-on simulated environment. This interactive tool has helped the students learn through dynamic observation, step-by-step practice, realistic simulated application, and challenging review questions.
3. How has TOM helped the CIS 110 instructors? (In other words, what have the instructors gained by integrating TOM into their course)?
TOM has given the CIS 110 instructors an alternative way to help the students learn and practice Windows, Word, Excel, PowerPoint, Access, and Outlook. With the TOM, the students have more than just the labs in their textbook to reinforce the required skills. The instructors have a software tool that will allow them to set up an assessment, link it to training, and then link back to another assessment. In other words, the instructor has a way to assess the student, provide training, and then assess the student again. This gives great flexibility in how the material is presented.
4. How has TOM helped the CIS 110 students? (What have the students gained from the integration of TOM into their courses)?

TOM has helped the CIS 110 students by giving them an alternative method of training. They now have hands-on assessments as well as written labs in their textbook.

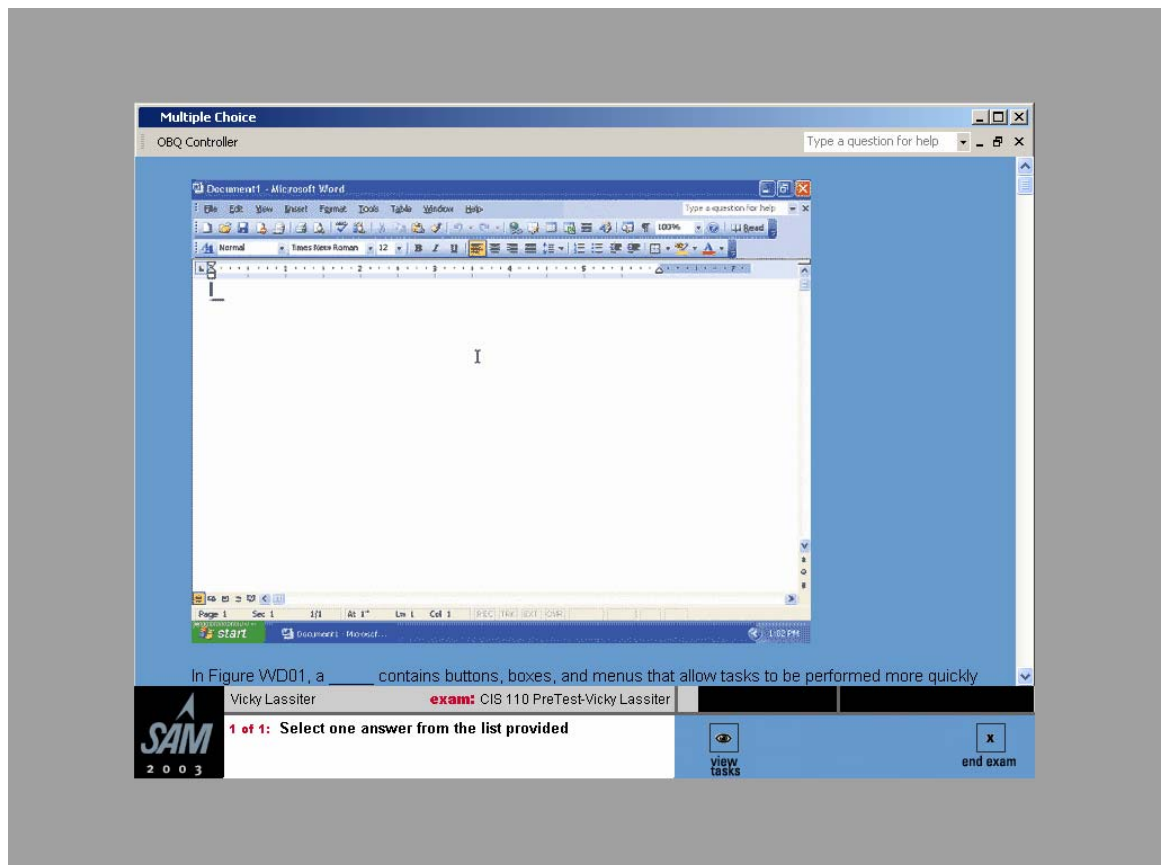
5. How has the pass/fail rate been affected by introducing SAM/TOM into the CIS 110 classes? Can you document the changes?

There has been only one semester of analysis. However, comparing two sections of CIS 110 (spring 2004- before SAM/TOM and fall 2004 – after SAM/TOM) grades in the pilot semester were improved. In fact, of 47 students completing the CIS 110 section in Fall, 100% passed with a C or better; 37 passed with an A.

CIS 110
INTRODUCTION TO COMPUTERS
PRETEST/POSTTEST

1. Microsoft Office Word is a(n) _____.
 - A . area in the computer's main memory in which Microsoft Office text files are stored temporarily
 - B . program included with Windows 2000 that can be used only to create or edit text files, smaller than 64K, that do not require formatting
 - C . classified password that prevents unauthorized users from accessing a protected Microsoft Office item or document
 - D . full-featured word processing program that can be used to create and revise professional looking documents easily

2. In Figure WD01, a _____ contains buttons, boxes, and menus that allow tasks to be performed more quickly than using the menu bar.
 - A . format bar
 - B . status bar
 - C . command bar
 - D . toolbar



3. The _____, or typeface, defines the appearance and shape of letters, numbers, and special characters.
 - A . font
 - B . font size
 - C . point
 - D . paragraph formatting

4. To move to the end of the document, press the _____ key(s).
 - A . DOWN ARROW
 - B . END
 - C . CTRL+DOWN ARROW
 - D . CTRL+END

5. The file type _____ indicates the file is a Word document.
 - A . .msw
 - B . .wor
 - C . .wrđ
 - D . .doc

6. In Word, the default alignment for paragraphs is _____.
 - A . left-aligned, or flush margins at the left edge and uneven edges at the right edge
 - B . centered, or equidistant from both the left edge and the right edge
 - C . right-aligned, or flush margins at the right edge and uneven edges at the left edge
 - D . justified, or flush margins at both the left and right edges

7. To select a group of words, _____.
 - A . click the Group button on the Formatting toolbar
 - B . double-click anywhere within the group to be selected
 - C . drag the mouse pointer through the characters to be selected
 - D . right-click the first and last characters of the group to be selected

8. Word includes a series of predefined graphics called _____ that can be inserted into a Word document.
 - A . clip art
 - B . hyperlinks
 - C . captions
 - D . bookmarks

9. To save an existing document with a different file name, click _____.
 - A . the Save button on the Standard toolbar
 - B . Save on the File menu
 - C . the Save As button on the Standard toolbar

- D . Save As on the File menu
10. To erase a character to the right of the insertion point, press the _____ key.
A . CANCEL
B . BACKSPACE
C . DELETE
D . either b or c
11. The active cell can be identified in all of the following ways except _____.
A . the active cell reference displays in the Name box
B . a heavy border surrounds the cell
C . the column heading and row heading are highlighted
D . a block arrow displays in the center of the cell
12. The easiest way to select a cell (make it active) is to _____.
A . type the cell reference in the status bar
B . use the function keys located at the top of the typewriter keys on the keyboard
C . type the cell reference in the formula bar
D . use the mouse to move the block plus sign to the cell and then click
13. In Excel, a number can contain the characters _____.
A . 0 1 2 3 4 5 6 7 8 9
B . + - () , /
C . . \$ % E e
D . all of the above
14. The _____ is the small black square located in the lower-right corner of the heavy border around the active cell.
A . sizing handle
B . fill handle
C . move handle
D . marquee
15. The _____ defines the appearance and shape of letters, numbers, and special characters.
A . font type
B . font size
C . font form
D . font style

16. To display the AutoFormat dialog box shown in the accompanying figure and format a range automatically, use the AutoFormat command on the _____.
- A . File menu
 - B . View menu
 - C . Format menu
 - D . Data menu

The screenshot shows the Microsoft Excel interface with the AutoFormat dialog box open. The dialog box displays a preview of the selected data range and offers various formatting options. The data in the background spreadsheet is as follows:

	Jan	Feb	Mar	Total
East	7	7	5	19
West	6	4	7	17
South	8	7	9	24
Total	21	18	21	60

The AutoFormat dialog box shows a preview of this data with a selected format. The 'Format' menu is highlighted in the Excel ribbon.

To display the AutoFormat dialog box shown in the accompanying figure and format a range automatically,

Vicky Lassiter exam: CIS 110 PreTest-Vicky Lassiter

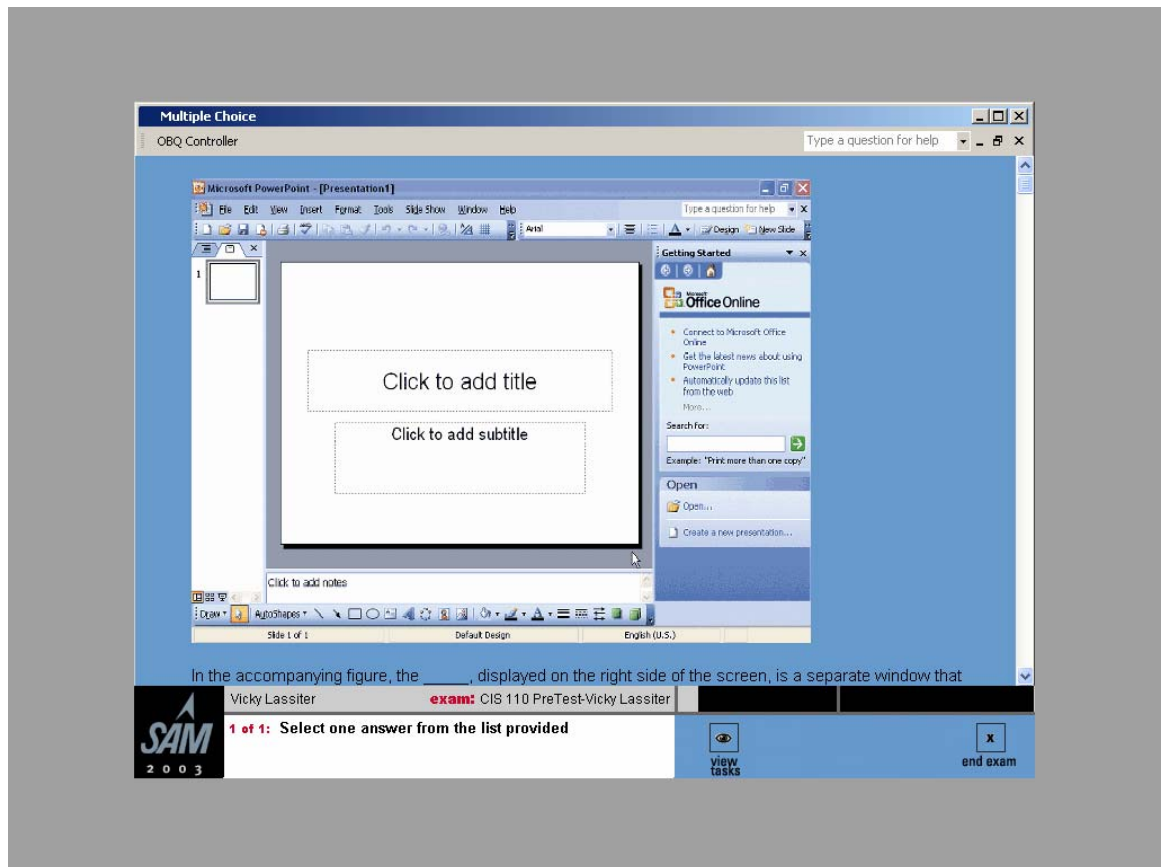
1 of 1: Select one answer from the list provided

view tasks end exam

17. The small _____ at the corners and along the sides of the rectangle that encloses an embedded chart indicate the chart is selected.
- A . sizing handles
 - B . fill handles
 - C . move handles
 - D . marquee
18. Excel provides the Undo command on the _____ and the Undo button on the Standard toolbar, both of which can be used to erase the most recent cell entries.
- A . Edit menu
 - B . Insert menu
 - C . Tools menu
 - D . Windows menu

19. To save a saved workbook using a new name or on a different drive, _____.
A . click the Save button on the Standard toolbar
B . click Save As on the File menu
C . PRESS CTRL+S
D . click Save on the File menu
20. To set a column width to best fit, _____ boundary of the column heading above row 1.
A. click the left
B . double-click the left
C . click the right
D . double-click the right
21. Rather than click the Next and Previous buttons to move from page to page in the Preview window, the _____ keys can be pressed.
A . HOME and END
B . DOWN ARROW and UP ARROW
C . PAGE UP and PAGE DOWN
D . all of the above

25. Microsoft PowerPoint is a complete _____ program that allows you to produce professional looking slide shows.
- A . personal information management
 - B . spreadsheet
 - C . presentation graphics
 - D . database
26. In the accompanying figure, the _____, displayed on the right side of the screen, is a separate window that enables users to carry out some PowerPoint activities more efficiently.
- A . presentation window
 - B . design template
 - C . outline wizard
 - D . task pane

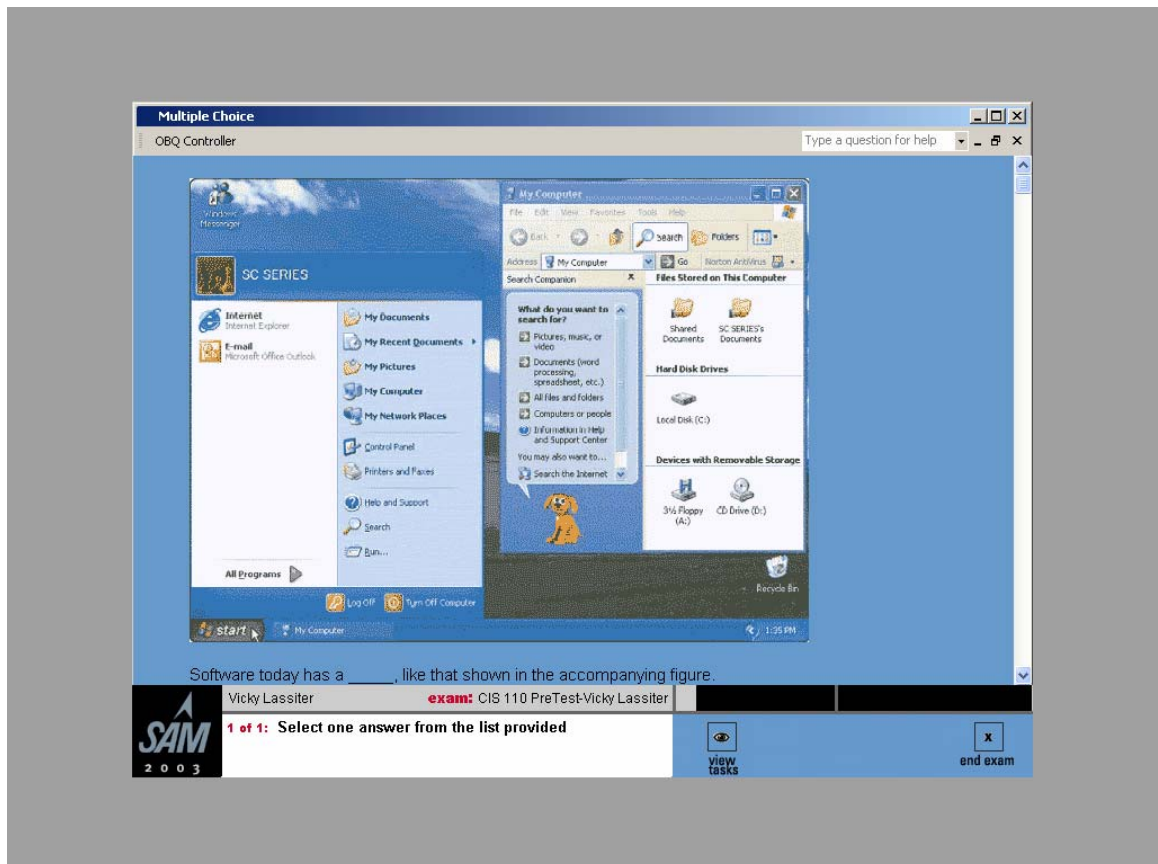


27. When you start PowerPoint, the default slide layout is _____, where the slide width is greater than its height.
- A . portrait orientation
 - B . slide pane
 - C . landscape orientation
 - D . outline tab

28. _____ fills the entire screen and allows the slide show to be seen just as the audience will view it.
- A . Slide show view
 - B . Slide sorter view
 - C . Normal view
 - D . Outline view
29. A menu is a list of _____.
- A . attributes
 - B . slide layouts
 - C . HTML terms
 - D . commands
30. The term _____ describes a collection of data organized in a manner that allows access, retrieval, and use of that data.
- A . filebox
 - B . integrated system
 - C . database
 - D . database management system
31. Access is a _____.
- A . word processing software tool
 - B . file management system
 - C . worksheet management system
 - D . database management system
32. A field that uniquely identifies a particular record in a table is called a _____ key.
- A . principal
 - B . primary
 - C . secondary
 - D . foreign
33. To remove a record from a table, select the record and then press the _____ key(s).
- A . DELETE
 - B . CTRL+DELETE
 - C . CTRL+Y
 - D . CTRL+K
34. Less than (<), greater than (>) and NOT (not equal to) are examples of _____.
- A . compound conditions
 - B . compound values
 - C . conditions
 - D . comparison operators

35. To sort records in a query, specify the sort order in the _____ row of the design grid below the field that is the sort key.
- A . Show
 - B . Criteria
 - C . Sort
 - D . Order
36. As computers become more a part of daily living, many people believe that _____ is/are vital to success.
- A . computer programming
 - B . computer literacy
 - C . computer repair
 - D . all of the above
37. All of the following are widely used input devices except the _____.
- A . keyboard and mouse
 - B . microphone and scanner
 - C . digital camera and PC video camera
 - D . printer and monitor
38. Each of the following is a commonly used output device except _____.
- A . a printer
 - B . a monitor
 - C . a scanner
 - D . speakers
39. Storage holds _____ for future use.
- A . data
 - B . instructions
 - C . information
 - D . all of the above
40. A _____ looks similar to a floppy disk but has much greater storage capabilities — up to the equivalent of 170 standard floppy disks.
- A . Zip disk
 - B . hard disk
 - C . CD
 - D . DVD
41. A widely used communication device is a _____.
- A . modem
 - B . CD drive
 - C . monitor
 - D . PC video camera

42. Sharing resources on a network _____.
A . saves time and money
B . saves time but wastes money
C . wastes time but saves money
D . wastes time and money
43. People around the world use the Internet to _____.
A . communicate with and meet other people
B . shop for goods and services
C . access sources of information and leisure
D . all of the above
44. Software today has a _____, like that shown in the accompanying figure.
A . command-line interface
B . graphical user interface
C . menu-driven interface
D . coded-row interface



45. A(n) _____, such as those shown in the accompanying figure, is a small image that represents a program, an instruction, or some other object.
- A . menu
 - B . command
 - C . icon
 - D . window



46. A widely used type of application software related to communications is _____, which allows users with an Internet connection to access Web pages.
- A . a Web browser
 - B . word processing software
 - C . database software
 - D . spreadsheet software
47. _____ allows users to create documents such as letters, memos, and brochures.
- A . A Web browser
 - B . Word processing software
 - C . Database software
 - D . Spreadsheet software

48. _____ calculates numbers arranged in rows and columns and allows users to perform financial tasks.
- A . A Web browser
 - B . Word processing software
 - C . Database software
 - D . Spreadsheet software
49. _____ provides a way to store data in an organized fashion.
- A . A Web browser
 - B . Word processing software
 - C . Database software
 - D . Spreadsheet software
50. The most popular type of mobile computer is the _____.
- A . supercomputer
 - B . handheld computer
 - C . notebook computer
 - D . desktop computer