



Computer Proficiency Exam Review (CPER)  
Course Components

**Microsoft® Office and Windows®**

- Create, open, locate, and save files within and between storage media
- Move, copy, and delete text within and between documents
- Apply, Find, Replace, Go To, Undo, and Redo commands
- Select, edit, and format text for font attributes

**Word**

- Format paragraph alignment, indentation, and line spacing
- Create and edit tables, apply table attributes, and apply formals to table cells
- Insert and create graphic objects; integrate graphics with text
- Create and modify Word internal charts
- Apply paragraphs styles to create outlines and table of contents
- Link and embed objects from other files
- Create, modify, and apply headers and footers at multiple levels
- Create and modify columnar text
- Insert and modify endnotes, footnotes, and reference lists in a variety of writing styles
- Create and modify document pagination
- Apply border and shading effects to multiple document levels
- Create and modify bulleted and numbered lists in a variety of styles

**Excel**

- Edit cell content for both literals and formulas
- Copy, move, and delete both literals and formulas
- Create, modify, and apply both cell reference and worksheet names
- Copy and move worksheets within and between workbooks
- Apply cell formatting and cell alignment techniques
- Apply cell display format most appropriate to cell contents
- Create and modify formulas using relative, absolute, and mixed cell references
- Apply basic Excel mathematical functions as well as the VLOOKUP and PMT functions
- Create, modify and apply headers and footers at multiple levels
- Create and modify single and multiple series charts
- Link data between worksheets and workbooks

**PowerPoint**

- Create, modify, and arrange slides into an effective presentation
- Apply appropriate slide layouts and design schemes consistent with slide contents
- Modify default slide text format
- Import slide content from a variety of other files
- Apply animations, transitions, and effects to slides and slide objects
- Insert and integrate graphics and multi-media from a variety of sources into a presentation
- Create and modify PowerPoint charts
- Create and edit tables; apply table attributes and formulas to table cells
- Create, modify, and apply headers and footers at multiple levels
- Create, modify, and control presentation navigation; use of a variety of hyperlinks
- Link and embed objects from other files

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