

2018 Computer Proficiency Assessment Test

A. Are you required to satisfy the Core Goal V: computer use?

The Core Goal V requirement applies to full/part time undergraduate students who matriculated at the College in the fall of 2005 or later. This requirement does not apply to transfer students who came in with core-complete or to graduate students.

B. How can you satisfy this requirement?

Students can satisfy this goal by doing one of the following:

- pass CSC 117
- pass CSC 118
- pass BIO 231 and BIO 232
- pass CMG 103, CMG 117, CMG 221, CMG 233, CMG 331, and CMG 332
- pass the Computer Proficiency Assessment Test (CPAT)

C. Information about the CPAT

The CPAT allows students to demonstrate proficiency by showing that they are skilled in using Microsoft Windows 7, Word 2016, Excel 2016 and PowerPoint 2016. See section "[D. Topics of the CPAT](#)" for a detailed list of topics. The computer science department offers multiple tests so that you can select a date that best fits your schedule.

1) Test Date/Time/Location

- *Section A:* Wednesday, 04/18/2018, 1:00 – 5:00 pm (Gordon 260)
- *Section B:* Wednesday, 04/25/2018, 1:00 – 5:00 pm (Gordon 260)

2) Registration

Students can register for the CPAT at <http://utica.simnetonline.com>. Note that you can register for Section A or Section B, but not both. The cost for the test is \$20.00 and it is non-refundable. Students must sign up between 03/07/2018 and 04/01/2018. See section "[E. Information about Registration](#)" for complete details about the registration process. Seating is limited, and it is on first-come-first-served basis. Therefore, we recommend students register as soon as they have decided to take the CPAT. Once students successfully register for the CPAT, they will be sent a confirmation email.

3) On the test day

Students are required to bring a copy of the confirmation email and picture identification card (e.g., UC student ID card (recommended), Drivers' License, or Passport) on the test day. No students will be allowed to take the test without a copy of the confirmation email and picture identification. Please arrive by 12:45 pm on the test day. Test will begin promptly at 1:00 pm.

4) Test results

The results of the test will be loaded into Banner no later than Tuesday, 05/01/2018, and students will be able to see their results in the "Degree Evaluation" through Banner web at <https://bannerweb.utica.edu/>.

5) Person to contact

If you have any further questions, please contact Professor Kim. Thank you.

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John Kim, Ph.D.

Associate Professor of Computer Science

Phone: 315-792-3127, Email: jkim@utica.edu

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WINDOWS 7

- Adding Folders to the Favorites List
- Arranging Files in Libraries
- Backing Up Files
- Changing the Color Schemes
- Changing the Date and Time
- Changing the Desktop Background
- Changing the Display Settings
- Changing the File List View
- Changing the Screen Saver
- Connecting to a Network
- Creating New Folders and Subfolders
- Creating Password-Protected User Accounts
- Deleting Files and Folders
- Exploring the Computer Window
- Filtering the File List
- Grouping Files
- Hiding the Taskbar
- Launching Programs from the Start Menu
- Logging On
- Managing Your Desktop Icons
- Moving Files and Folders
- Navigating Folders Using the Address Bar
- Navigating Folders Using the Explorer Window
- Opening Files from Windows Explorer
- Organizing Files with Libraries
- Pinning Items
- Renaming Files and Folders
- Running the Disk Defragmenter
- Running Windows Update
- Searching for Files
- Showing and Hiding File and Folder Details
- Showing and Hiding File Extensions
- Showing Hidden Files and Folders
- Shutting Your Computer Down and Putting It to Sleep
- Sorting Files
- Starting Windows Help and Support
- Using Jump Lists
- Using Remote Desktop
- Using Send To
- Using the Action Center
- Using the Control Panel
- Using the Navigation Pane
- Using the Recycle Bin
- Using the Show Desktop Icon
- Using the Taskbar
- Using the Windows Firewall
- Viewing Information about Your Computer
- Working with the Notification Area

WORD I. Creating and Editing Documents

- Creating a New Blank File
- Saving Files to Your PC
- Saving Files to OneDrive
- Opening Files
- Entering and Deleting Text
- Revealing Formatting Marks
- Selecting Text
- Using AutoCorrect
- Using Cut and Paste
- Using Copy and Paste
- Using Paste Options
- Using the Clipboard
- Using Undo and Redo
- Changing Fonts
- Changing Font Sizes
- Using Bold, Italic, and Underline
- Changing Text Case
- Changing Font Colors
- Using Format Painter
- Clearing Formatting
- Changing Paragraph Alignment
- Changing Line Spacing
- Adjusting Spacing Before and After Paragraphs
- Using Smart Lookup
- Checking Spelling and Grammar as You Type
- Checking Spelling and Grammar
- Using the Thesaurus
- Using Word Count
- Working with File Properties

WORD II. Formatting and Customizing Documents

- Adjusting Margins
- Displaying the Ruler
- Using the Tabs Dialog
- Using Tab Stops
- Adding Tab Leaders
- Applying Indents
- Inserting Page Numbers
- Adding Headers
- Adding an Automatic Date Stamp
- Inserting Property Controls
- Adding Footers
- Inserting Page Breaks
- Creating Bulleted Lists
- Creating Numbered Lists
- Using Styles
- Applying Document Themes
- Finding Text
- Replacing Text
- Adding Borders and Shading to Paragraphs
- Adding Page Borders
- Inserting Hyperlinks

WORD III. Collaborating with Others and Working with Reports

- Working with Comments
- Using Track Changes
- Hiding and Showing Changes in a Document
- Accepting and Rejecting Changes in a Document
- Sharing Files Using OneDrive
- Inserting Footnotes and Endnotes
- Selecting a Reference Style
- Adding Citations to Documents
- Using the Source Manager
- Creating a Bibliography
- Using Styles
- Inserting a Table of Contents
- Adding a Cover Page
- Inserting Property Controls
- Inserting Page Breaks
- Adding Headers
- Adding Footers

WORD IV. Using Tables, Columns, and Graphics

- Creating a Table
- Working with Tables
- Inserting Rows and Columns
- Merging and Splitting Cells
- Deleting Columns, Rows, and Cells
- Sizing Tables, Columns, and Rows
- Sorting Data in Tables
- Adding Borders to a Table
- Applying Table Quick Styles
- Applying Columns
- Inserting a Column Break
- Inserting a Picture
- Inserting Online Pictures
- Resizing Pictures
- Changing Picture Layouts
- Adding a Caption
- Inserting a Shape
- Inserting SmartArt
- Adding WordArt to Documents
- Applying Quick Styles to Pictures

POWER POINT I. Creating and Editing Presentations

- Creating a New Presentation Using a Template
- Understanding Views
- Starting the Slide Show
- Adding Slides to Presentations
- Changing Slide Layouts
- Adding Text to Slides
- Adding Numbered Lists
- Aligning Text
- Applying Character Effects
- Adding Bulleted Lists

- Checking Spelling
- Using the Slides Tab
- Copying and Pasting Slides
- Changing the Order of Slides
- Deleting Slides from Presentations
- Changing the Presentation Theme
- Customizing the Theme
- Adding Footers
- Adding Pictures
- Changing the Size of Images
- Aligning Objects
- Applying Slide Transitions
- Printing Presentations
- Printing Handouts

POWER POINT II. Illustrating with Pictures and Information Graphics

- Adding Shapes
- Adding Text to Slides
- Applying Outlines to Drawing Objects
- Applying Fill Colors to Drawing Objects
- Using the Eyedropper Tool
- Adding WordArt
- Using the Picture Styles Gallery
- Applying Preset Picture Effects
- Adding Online Pictures
- Creating Tables in Presentations
- Applying Quick Styles to Tables
- Adding SmartArt
- Modifying SmartArt
- Adding Charts
- Customizing Charts

POWER POINT III. Preparing for Delivery and Using a Slide Presentation

- Applying a Pattern to Slide Backgrounds
- Applying a Gradient to Slide Backgrounds
- Applying Animation Effects
- Modifying Animations
- Adding Notes
- Rehearsing Timings
- Changing the Size of Slides
- Using Presenter View
- Navigating the Slide Show
- Hiding and Unhiding Slides
- Using Presentation Tools
- Recording a Slide Show
- Packaging a Presentation

EXCEL I. Creating and Editing Workbooks

- Saving a Workbook in Other Formats
- Entering and Editing Text and Numbers in Cells
- Clearing Cell Content
- Aligning Cells
- Navigating a Workbook

- Inserting Data Using AutoFill
- Cutting, Copying, and Pasting Cell Content
- Using Paste Options
- Using AutoSum to Insert a SUM Function
- Using Functions in Formulas
- Changing Fonts, Font Size, and Font Color
- Applying Bold, Italic, and Underline
- Using Format Painter
- Applying Number Formats
- Adding Borders
- Applying Cell Styles
- Applying Themes
- Modifying Column Widths and Row Heights
- Wrapping Text in Cells
- Merging Cells and Splitting Merged Cells
- Inserting and Deleting Rows and Columns
- Hiding and Unhiding Rows and Columns
- Inserting Worksheets
- Deleting Worksheets
- Naming Worksheets
- Changing the Color of Sheet Tabs
- Moving and Copying Worksheets
- Changing the Worksheet View
- Changing the Zoom Level
- Freezing and Unfreezing Rows and Columns
- Splitting Workbooks
- Arranging Workbooks
- Checking Spelling
- Setting Up Margins for Printing
- Adding Headers and Footers
- Inserting Page Breaks
- Showing and Hiding Worksheet Elements
- Printing Titles
- Scaling Worksheets for Printing
- Setting and Clearing the Print Area
- Previewing and Printing a Worksheet
- Printing Selections, Worksheets, and Workbooks

EXCEL II. Working with Formulas and Functions

- Entering Simple Formulas
- Understanding Absolute and Relative References
- Creating Formulas Referencing Data from Other Worksheets
- Naming Ranges of Cells
- Checking Formulas for Errors
- Displaying and Printing Formulas
- Calculating Averages
- Finding Minimum and Maximum Values
- Using Date and Time Functions
- Using the Logical Function IF
- Finding Errors Using Trace Precedents and Trace Dependents

EXCEL III. Creating and Editing Charts

- Using the Recommended Charts Feature

- Resizing and Moving Charts
- Applying Quick Styles and Colors to Charts
- Showing and Hiding Chart Elements
- Adding and Removing Trendlines
- Inserting a Column Chart or a Bar Chart
- Changing the Chart Type
- Filtering Chart Data
- Adding a Data Series to a Chart
- Formatting a Data Point or a Data Series
- Formatting Other Chart Elements
- Inserting a Shape
- Applying Quick Styles and Other Formatting to Shapes
- Inserting a Pie Chart
- Emphasizing a Data Point in a Pie Chart
- Creating a Combination Chart
- Working with Hierarchy Charts
- Working with Waterfall Charts
- Inserting Sparklines
- Adding Markers to Sparklines

EXCEL IV. Formatting, Organizing, and Getting Data

- Converting Data into Tables
- Applying Quick Styles to Tables
- Adding Total Rows to Tables
- Removing Duplicate Rows from Tables
- Filtering Table Data with Slicers
- Converting Tables to Ranges
- Applying Conditional Formatting with Highlight Cells Rules
- Applying Conditional Formatting with Top/Bottom Rules
- Applying Conditional Formatting Using the Quick Analysis Tool
- Applying Conditional Formatting with Data Bars, Color Scales, and Icon Sets
- Managing Conditional Formatting Rules
- Removing Conditional Formatting
- Sorting Data
- Sorting Data on Multiple Criteria
- Exporting to Text Formats

E. Information about Registration

1. Go to <http://utica.simnetonline.com/> and confirm the message at the top of the page: **Utica College (Proficiency)**. Click the **No, I need to buy a license** link.

Utica College (Proficiency)

simnet
Keep IT SIMple!

Username

Password

[Forgot credentials?](#)

Don't have an account yet?

[No, but I have a code](#)

[No, I need to buy a license](#)

2. Select **Yes** for the “**Do you attend Utica College (Proficiency)?**” question. Select **No** for the “**Do you already have a SIMnet Online username?**” question. Then, click the **Next** button. If you did not pass the CPAT before and this is your second attempt, do not proceed with the next steps. Please contact Professor Kim directly.

simnet student registration Utica College (Proficiency)

1 2 3 4 5 6 7
Verify Agree Enroll Shop Register Payment Type Buy

Do you attend Utica College (Proficiency)?
 Yes No

Do you already have a SIMnet Online username?
 Yes No

- Review the End User License Agreement. Click the **Check this box if you agree to the License Agreement and have reviewed the Privacy Center** check box, and then click the **Next** button.

simnet student registration Utica College (Proficiency)

1 Verify 2 Agree 3 Enroll 4 Shop 5 Register 6 Payment Type 7 Buy

(Last updated: January, 2016)

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Check this box if you agree to the License Agreement and have reviewed the [Privacy Center](#).

Previous Next

- Select **2018 SPRING** section (**A or B, but not both**), and then click the **Next** button. Please see section "[C. Information about the CPAT](#)" for each test date.

simnet student registration Utica College (Proficiency)

1 Verify 2 Agree 3 Enroll 4 Shop 5 Register 6 Payment Type 7 Buy

Select the class you are enrolled in. If you can't find the class you need, do not select a class. You can modify your enrollment after registration from Profile section. Click Next to continue.

Campus: All

Class Name	Section Name
2018 SPRING	A
2018 SPRING	B

Clear Selection

Previous Next

5. Select **SIMnet 2016 – Proficiency – Custom – Utica (\$20.00)**, and then click the **Next** button.

simnet student registration Utica College (Proficiency)

1 2 3 4 5 6 7
Verify Agree Enroll Shop Register Payment Type Buy

Select the product required for your class:

SIMnet 2016 - Proficiency - Custom - Utica (\$20.00)

Note: The registration code will be automatically assigned to your SIMnet login immediately following payment. All prices are listed in U.S. Dollar (USD).

Previous Next

6. Enter your Personal & Login information, and then click the **Next** button.
- First Name: Your first name on your UC student ID card
 - Last Name: Your last name on your UC student ID card
 - Email: Your UC email
 - Student ID: Enter the first 9-digit numeric only (no dashes)
 - Username: Your UC account username (case sensitive)
 - Password: Your UC account password (case sensitive)

simnet student registration Utica College (Proficiency)

1 2 3 4 5 6 7
Verify Agree Enroll Shop Register Payment Type Buy

Enter the following information and click Next to select your SimNet

Personal Information

First Name: John ✓ Last Name: Kim ✓
Email: xxyzz@utica.edu ✓ Student ID: 000112222 ✓

Login Information

Username: xxyzz ✓ Password: ✓
Confirm Password: ✓

Next

For example, if your ID is 000112222-0, type **000112222**

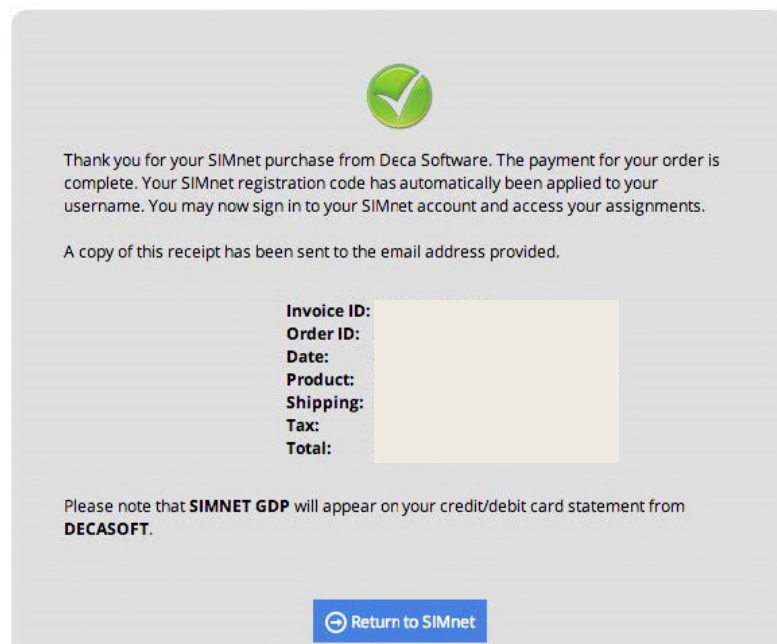
7. Select your method of payment, and then click the **Next** button.

The screenshot shows the SIMnet student registration interface. At the top, there is a header with the SIMnet logo, the text "student registration", and "Utica College (Proficiency)". Below the header is a progress bar with seven steps: 1. Verify, 2. Agree, 3. Enroll, 4. Shop, 5. Register, 6. Payment Type (highlighted in blue), and 7. Buy. The main content area is titled "Select your method of payment:" and contains two radio button options. The first option is selected and includes logos for VISA, MasterCard, and DISCOVER. The second option is unselected and includes the PayPal logo. At the bottom of the form, there are two blue buttons: "Previous" on the left and "Next" on the right.

8. Enter your **Payment Method** and **Billing Address** information, and then click the **Buy** button. The credit card information and the billing address are needed to process your payment. It is neither visible to Utica College personnel nor saved to the SIMnet database.

The screenshot shows the SIMnet student registration interface at step 7: Buy. The header is the same as in the previous screenshot. The progress bar now has step 7 highlighted in blue. The main content area is titled "Order Details" and contains the following information: Product: SIMnet 2016 - Proficiency - Custom - Utica, Tax: \$0.00, Total: \$20.00. Below this is a note: "Note: The product will be automatically assigned to your account immediately following payment. All prices are listed in USD." Underneath is the "Credit or Debit Card" section, which includes several input fields: Name (with a red error message "** Name is required."), Card Number (1234 1234 1234 1234), Expire Date (MM / YY), Security Code (CVC), and Postal Code (90210). At the bottom of the form, there are two blue buttons: "Previous" on the left and "Buy" on the right.

9. Be patient since the system may take a few minutes to process your payment. If your payment is accepted, you will see a confirmation page. The system will also send you a receipt via email using the email address you entered as part of your SIMnet registration. Note that you will not receive a registration code; your account is created automatically for you. Click the **Return to SIMnet** button to return to the main page where you can now enter your username and password to log in to SIMnet. If you can log in, your registration is successful.



10. Don't forget to check out your UC email and print out the confirmation message. You are required to bring a copy of this confirmation email and your picture identification on the test day.