

2023 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 University between the fall of 2005 and the spring of 2022. 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:

- o pass CSC 117
- o pass CSC 118
- o pass BIO 231 and BIO 232
- o pass CMG 103, CMG 117, CMG 221, CMG 233, CMG 331, and CMG 332
- o 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 10, Word 365, Excel 365 and PowerPoint 365. 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) Date/Time/Location

- o Section A: Wednesday, 04/12/2023, 1:00 – 5:00 pm (Gordon 260)
 - o Section B: Wednesday, 04/19/2023, 1:00 – 5:00 pm (Gordon 260)
- Select **Section A or B, but not both**

2) Registration

You 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. You must sign up between 03/6/2023 and 04/02/2023. 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. Upon successful registration, you will receive a confirmation email.

3) On the test day

Students are required to bring a hardcopy of their confirmation email upon successful registration and their photo ID (e.g., Utica student ID card (recommended), driver's license, or passport) on the test day. No students will be allowed to take the test without them. Please arrive by 12:45 pm so that your identity can be checked before the test which will begin promptly at 1:00 pm.

4) Test results

The results of the test will be loaded into Banner no later than 04/28/2023, and students will be able to see their results in the "Degree Evaluation" at <https://bannerweb.utica.edu/>.

5) Person to contact

If you have any 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 10

- Adding a New User Account
- Adjusting File Permissions
- Adjusting the Screen Resolution
- Changing Document Properties
- Changing Power and Sleep Options
- Changing the Lock Screen (Screensaver)
- Changing the Screen Background
- Connecting to a Network
- Copying Files to OneDrive
- Creating a System Backup
- Creating Folders in OneDrive
- Creating New Folders and Subfolders
- Deleting Files and Folders
- Downloading Files from OneDrive
- Getting Started with Windows 10
- Installing a Printer
- Managing Your Sign-In Options
- Modifying a User Account
- Moving Files and Folders
- Navigating Folders Using File Explorer
- Opening Files from File Explorer
- Pinning Items to the Taskbar
- Renaming Files and Folders
- Repairing an App
- Restoring from a System Backup
- Saving Files to OneDrive
- Searching Using Cortana
- Selecting Multiple Files
- Sharing Files on OneDrive
- Shutting Down Your Computer and Putting It to Sleep
- Signing Out and Locking the Computer
- Understanding OneDrive and Cloud Storage
- Understanding the Settings Window
- Uploading Files to OneDrive
- Using File Explorer
- Using the Action Center
- Using the Backup and Restore (Windows 7) Utility
- Using the Control Panel
- Using the Quick Access List
- Using the Show Desktop Button
- Using the Start Menu
- Using the Task View Button
- Using the Taskbar
- Working with Apps
- Working with Downloaded Files
- Working with Windows
- Working with Zipped Files

WORD I. Creating and Editing Documents

- Creating a New Blank File
- Using AutoSave and Versions
- Saving Files to OneDrive
- Opening Files
- 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
- Checking for Writing Errors as You Type
- Using the Editor
- Using the Thesaurus
- Using Word Count
- Working with File Properties

WORD II. Formatting and Customizing Documents

- Adjusting Margins
- Displaying the Ruler
- Changing How Pages Scroll
- Using the Tabs Dialog
- Using Tab Stops
- Adding Tab Leaders
- Applying Indents
- Inserting Page Numbers
- Adding Headers
- 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
- Using Researcher
- Creating a Bibliography
- Using Styles
- Inserting a Table of Contents
- Adding a Cover Page
- 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
- Adding Alt Text to Pictures
- Inserting Stock Images
- Resizing Pictures
- Changing Picture Layouts
- Inserting a Shape
- Inserting SmartArt
- Adding WordArt to Documents
- Adding Icons

POWER POINT I. Creating and Editing Presentations

- Creating a New Presentation Using a Template
- Introduction to PowerPoint
- Understanding Views
- Starting the Slide Show
- Adding Slides to Presentations
- Changing Slide Layouts
- Adding Text to Slides
- Using the Outline View
- Aligning Text
- Changing the Size of a Placeholder
- Applying Character Effects

- Adding Bulleted Lists
- Using Format Painter
- Checking Spelling
- Using Designer
- Working with Thumbnails
- Copying and Pasting Slides
- Changing the Order of Slides
- Deleting Slides from Presentations
- Changing the Presentation Theme
- Customizing the Theme
- Adding Footers
- Adding the Date to the Footer
- Inserting Slide Numbers
- Adding Pictures
- Adding Alt Text to 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
- Applying Outlines to Drawing Objects
- Applying Fill Colors to Drawing Objects
- Applying Quick Styles to Drawing Objects
- Using the Eyedropper Tool
- Adding WordArt
- Inserting an Icon
- Adding 3D Models
- Using the Picture Styles Gallery
- Applying Preset Picture Effects
- Adding Stock Images
- 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
- Using Presentation Tools
- Hiding and Unhiding Slides
- Recording a Slide Show

- Packaging a Presentation

EXCEL I. Creating and Editing Workbooks

- Introduction to Excel
- 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
- Calculating Averages
- Finding Minimum and Maximum Values
- Applying Bold, Italic, and Underline
- Changing Fonts, Font Size, and Font Color
- Using Format Painter
- Applying Number Formats
- Adding Borders
- Adding Shading with Fill Color
- Merging Cells and Splitting Merged Cells
- Wrapping Text in Cells
- Applying Cell Styles
- Applying Themes
- Modifying Column Widths and Row Heights
- 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 Zoom Level
- Freezing and Unfreezing Rows and Columns
- Splitting Workbooks
- Hiding and Unhiding Worksheets
- Changing Worksheet Orientation
- 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

- Working with Named Ranges
- Checking Formulas for Errors
- Displaying and Printing Formulas
- Finding Errors Using Trace Precedents and Trace Dependents
- Using the Function Arguments Dialog to Enter Functions
- Creating Formulas Using Counting Functions
- Using Date and Time Functions
- Calculating Loan Payments Using the PMT Function
- Using the Logical Function IF
- Finding Data Using XLOOKUP
- Finding Data Using VLOOKUP
- Using TEXTJOIN to Combine Text
- Using CONCAT to Combine Text

EXCEL III. Creating and Editing Charts

- Exploring Charts
- Using the Recommended Charts Feature
- Resizing and Moving Charts
- Applying Quick Layouts to Charts
- Applying Quick Styles and Colors to Charts
- Inserting a Column Chart or a Bar Chart
- Changing the Chart Type
- Filtering Chart Data
- Showing and Hiding Chart Elements
- Inserting a Pie Chart
- Inserting a Line Chart
- Inserting Sparklines

EXCEL IV. Getting and Managing Data

- Converting Data into Tables
- Applying Quick Styles to Tables
- Adding Total Rows to Tables
- Naming a Table
- 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 with Data Bars, Color Scales, and Icon Sets
- Sorting Data
- Filtering Data
- Counting the Number of Characters Using LEN
- Creating PivotTables Using Recommended PivotTables
- Creating a PivotChart from a PivotTable

E. Information about Registration

0. Go to <http://utica.simnetonline.com/> and confirm the message at the top of the page: **Utica University (Proficiency)**. Click the **Register Now** link.

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Sign in using your SIMnet account.

Username

Password

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New Users

Help & Support

1. Enter your Personal & Login information, click the Check box at the bottom, and then click the **Next** button.
 - **FIRST NAME:** Your first name on your Utica student ID card
 - **LAST NAME:** Your last name on your Utica student ID card
 - **EMAIL:** Your **Utica email**
 - **STUDENT ID:** Enter the first 9-digit numeric only (no dash)
 - **USERNAME:** Your Utica account username (case sensitive)
 - **PASSWORD:** Your Utica account password (case sensitive)
"at least one letter, one number, and eight characters"

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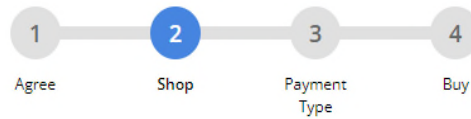
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4. Select **SIMnet 365/2019 – Standalone - Proficiency – Custom – Utica (\$20.00)**, and then click the **Next** button.



Select the product required for your class:

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7. Check to see if you can now enter your username and password to log in to SIMnet. If you can log in, and join a section (**A or B, but not both**), your registration is successful. Don't forget to check out your Utica email account, verify the confirmation message, and bring a copy of this message with you on the test date.