

2021 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:

- 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 2019, Excel 2019 and PowerPoint 2019. See section "[D. Topics of the CPAT](#)" for a detailed list of topics. In order to better accommodate test takers during the COVID pandemic, the computer science department offers the 2021 CPAT in an online format.

1) Date/Time/Location

- o Date/Time: Wednesday, 04/14/2021, 1:00 pm – 5:00 pm
- o Location: Your preferred place where a hardwired internet connection to your PC can be maintained without interruption; see section "[F. System Requirements](#)" for details.

2) Registration

You can register for the CPAT at <http://utica.simnetonline.com>. The cost for the test is \$20.00, and it is non-refundable. You must sign up between 03/08/2021 and 04/04/2021. See section "[E. Information about Registration](#)" for complete details about the registration process. We recommend that you register as soon as you have decided to take the CPAT. Upon successful registration, you will receive a confirmation email.

3) On the test day

Professor Kim will host a zoom meeting to perform identity verification and provide important information about test procedures. In order to take the CPAT, you must join the meeting using your meeting ID/passcode that will be emailed to your UC email account 24 hours before the test. Please get yourself ready at least 5 minutes before the zoom meeting which will begin promptly at 1:00 pm.

4) Test results

The results of the test will be loaded into Banner no later than 04/30/2021, 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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D. Topics of the CPAT

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

- 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
- Checking for Writing Errors as You Type
- Using the Editor
- Using the Thesaurus
- Using Word Count

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
- 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
- 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 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
- Adding Alt Text to Pictures
- 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
- Adding Icons

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
- Using Format Painter
- Checking Spelling

- 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 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
- Inserting an Icon
- Adding 3D Models
- 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

- 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
- Hiding and Unhiding Worksheets
- 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
- Finding Errors Using Trace Precedents and Trace Dependents
- Calculating Averages
- Creating Formulas Using Counting Functions
- Finding Minimum and Maximum Values
- Using Date and Time Functions
- Calculating Loan Payments Using the PMT Function
- Using the Logical Function IF
- Finding Data Using the VLOOKUP Function
- Rounding with Functions

- Using SUMIF and SUMIFS
- Calculating Totals with SUMPRODUCT

EXCEL III. Creating and Editing Charts

- Using the Recommended Charts Feature
- Resizing and Moving Charts
- Applying Quick Layouts to 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
- Applying Quick Styles and Other Formatting to 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
- Sorting Data
- Sorting Data on Multiple Criteria
- Filtering and Sorting Using Cell Attributes
- Filtering Data
- Creating a Custom Filter
- Using Advanced Filter
- Adding Subtotals
- Creating an Outline
- Importing Data from a Text File
- Importing Data from Access
- Inserting Data Using Flash Fill
- Exporting to Text Formats
- Creating PivotTables Using Recommended PivotTables
- Applying a Quick Style to a PivotTable

- Refreshing Data in a PivotTable
- 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 College (Proficiency)**. Click the **Buy online now** link.

McGraw-Hill Education **SIMnet**[®] Utica College (Proficiency)

Existing Users
Sign in using your SIMnet account.

Username

Password

[Forgot my password](#)

New Users
Create a new SIMnet account.

Help & Support

1. 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

Notice: You exited the McGraw-Hill Education website and have entered a secure online purchasing website provided by deca software.

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

The screenshot shows the 'student registration' page for Utica College (Proficiency). A progress bar at the top indicates seven steps: 1. Verify, 2. Agree (highlighted), 3. Enroll, 4. Shop, 5. Register, 6. Payment Type, and 7. Buy. Below the progress bar is a modal window titled 'McGraw-Hill Education Terms of Use' with the text: '(Last updated: May 2018) These terms and conditions (the "Terms of Use") apply to all web sites (the "Sites") owned and operated by McGraw-Hill Global Education Holdings, LLC or one of our affiliated companies ("MHE" or "us" or "we"). By signing up or otherwise using any of our Sites or Services (as defined below), or accessing any content or material that we make available through the Services or Sites, you are entering into a binding contract with MHE that consists of these Terms of Use and the Privacy Notice which is hereby incorporated by reference (collectively, this "Agreement"). We reserve the right, at our discretion, to change any of these terms in the future. If you do not agree to this Agreement, you may not access or otherwise use the Sites or the Services.' Below the text is a checked checkbox with the label 'Check this box if you agree to the Terms of Service and have reviewed the Privacy Center.' At the bottom of the modal are 'Previous' and 'Next' buttons.

- Select **2021 SPRING** section, and then click the **Next** button.

The screenshot shows the 'student registration' page for Utica College (Proficiency). The progress bar now highlights step 3: Enroll. Below the progress bar is a modal window with the text: '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.' Below the text is a 'Campus: All' dropdown menu. Below the dropdown is a table with the following data:

Class Name	Section Name	Enrollment Availability
2021 SPRING	A	Available

At the bottom of the modal is a 'Clear Selection' button. Below the modal are 'Previous' and 'Next' buttons.

4. Select **SIMnet 365/2019 – Standalone - 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 365/2019 - Standalone - 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

5. 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**

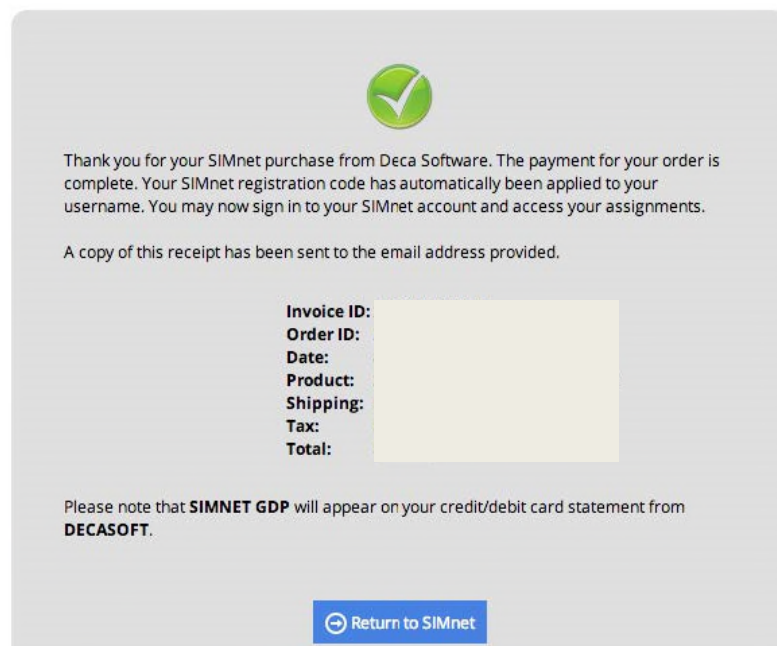
6. Select your method of payment, and then click the **Next** button.

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 a grey box titled "Select your method of payment:" containing radio buttons for VISA, MasterCard, DISCOVER, and PayPal. Below the form are "Previous" and "Next" buttons.

7. 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 and progress bar are the same as in the previous screenshot, but step 7 is now highlighted in blue. The main content area is a grey box titled "Order Details" with the following information: Product: SIMnet 2016 - Proficiency - Custom - Utica, Tax: \$0.00, Total: \$20.00. A note states: "Note: The product will be automatically assigned to your account immediately following payment. All prices are listed in USD." Below this is a "Credit or Debit Card" section with input fields for Name, Card Number (1234 1234 1234 1234), Expire Date (MM / YY), Security Code (CVC), and Postal Code (90210). A red error message "** Name is required." is displayed below the Name field. At the bottom are "Previous" and "Buy" buttons.

8. 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.



9. Don't forget to check out your UC email account and verify the confirmation message.

F. System Requirements

Click [HERE](#) to determine if your machine meets System Requirements for the CPAT. Note that SIMnet is browser dependent, not Operating System dependent. Hence, you could use your tablet connected to a Wi-Fi network; however, you need to be aware that depending on unreliable Wi-Fi can cause the CPAT to stop, and that you may NOT be able to resume the test. Therefore, a hardwired internet connection to your PC is highly recommended.