CIS 1323 EXAM-FOR-CREDIT (EFC)

The CIS 1323 Exam-for-Credit is given in a simulation environment called SIMnet. SIMnet is scenario, task-based, performance testing. SIMnet will evaluate your Microsoft Office 2013 skills for Excel, Access, and PowerPoint. You will be asked to perform various tasks (such as underlining a word, entering a formula, hiding a slide, or creating a query). The simulator monitors your keystrokes as you complete each task. The simulator recognizes that there are often several methods to complete a task, and allows for most methods in completing the tasks.

The exam is 150 minutes (2.5 hours), 100 questions. The clock begins when you click Start Exam and does not pause in the event you need to step away for a few minutes. You should plan ahead so that you do not lose valuable time with a bathroom break.

The exam is closed book and closed notes. You may not use any supplementary materials or any other help to assist you in completing this exam.

The exam is administered in the university's testing center located in Commons Hall on the San Marcos campus. Individuals interested in testing at the Round Rock campus, please contact Dr. Vivek Shah (email: vs01@txstate.edu , office: McCoy 457, campus phone: 512-245-2049).

There are two fees that must be paid in order to take the exam. The testing center charges a nominal fee to administer the exam, and SIMnet requires a one-time access code ($26.50). You will purchase the SIMnet access code once you arrive at the testing center. SIMnet accepts all major credit cards and Paypal.

The waiting period to retake the exam is six months.

You must earn 70% to pass the exam and receive course credit for CIS1323.

PRACTICE TEST
You can take a practice test before you pay anything to take the actual test out exam, so that you have a fair idea of the test environment. There is no cost to take the practice test. You can take the practice test from any computer with a high-speed internet connection (wireless is not recommended), web browser (Firefox, Internet Explorer, Chrome), and Adobe flash player. MACs are not recommended due to the possibility of a right-click being require to complete a task.

Go to https://txstate.simnetonline.com/sp/
The username is CIS1323 and the password is password
Click the **Exam tile** which should be in the middle section of your screen.
Click **Take exam** to begin.
The exam may take several minutes to load (up to 15 minutes), be patient while it loads.
Once the simulator has loaded, click **Start Exam.**
At the top of the screen, a set of instructions will appear for each simulation, follow the instructions to complete each simulation task.
Once you have completed the exam, click **End Exam.**
Log off SIMnet

CIS 1323 TOPIC LIST

MICROSOFT OFFICE 2013—EXCEL

1. Entering formulas using relative cell referencing, absolute cell referencing and mixed cell referencing
2. Basic statistical functions (Minimum, Maximum, Average, Count etc)
3. Basic financial functions (NPV, SLN, PMT, RATE, etc)
4. Basic formatting—alignment, column width, column height, inserting rows/columns, deleting rows/column, moving rows/columns, deleting cells, clearing cell contents, fill color, borders, hide and unhide column/row, etc
5. Fill series
6. Functions: IF, VLOOKUP, CONCATENATE, AND, OR, nested IF, SUMIF, COUNTIF, AVERAGEIF
7. Conditional formatting
8. Quick analysis tool
9. Sorting and filtering, multi-column sorting
10. Spell Check
11. Add, delete, rename, move worksheet
12. Charts, moving charts, chart sheet, formatting charts
13. Pivot table

MICROSOFT OFFIE 2013—POWERPOINT

1. Create, save, print, edit presentations
2. Using a template or auto-create to create a presentation
3. Lists—bullet and number
4. Entering text, notes, comments on slides
5. Spell check and grammar check
6. Aligning and grouping objects
7. Themes and colors
8. Insert clip art, photo, table
9. Animation and transition effects
10. Insert a chart
11. Use WordArt or SmartArt

MICROSOFT OFFICE 2013—ACCESS

1. Create a new blank desktop database
2. Enter records—inserting, editing, deleting, sorting
3. Create and modify queries, forms and reports
4. Relationships
5. Primary key, foreign key
6. Field properties—datasheet view and design view
7. Export and import—excel, PDF, text files
8. Compact and repair database
9. Calculated fields