

Revised CGS 1070 Opt Out Exam Skills Needed Starting-September 2016

**Word Grader Project Skills**

Download and Save  
documents Locate and Launch  
Word Define Insertion Point  
Highlight text  
Edit text  
Replace text  
Move text  
Use Spelling and Grammar  
Tool Change fonts and font  
size Align text  
Change line spacing  
Change Margins  
Insert a Page Break  
Save and Close document  
Exit Word  
Upload and submit a file

**Excel Grader Project Skills**

Download and Save  
Workbook Locate and Launch  
Excel Insert new column  
Add data to cells  
Bold text  
Change Font size  
Increase width of columns  
Center and Italicize text  
Use the SUM function  
Use the fill handle  
Use average function  
Insert and move a chart  
Exit Excel  
Upload and submit a file

**Quiz Skills**

Basic computer operations and functions  
Define hardware and software terms  
Online privacy strategies  
Define intellectual property, copyright,  
fair use, Piracy and plagiarism  
Identify types of information protected by  
copyright law  
Communicate effectively online  
Basic principles of netiquette