



DGM or IM 2010 CHALLENGE EXAM

DGM or IM 2010 is a computer proficiency course that covers problem solving using Office 2013 EXCEL and Office 2013 ACCESS.

This course covers material in the following textbook which are available in the library in the Reserve section:

- Exploring Office 2013, Volume 1, Poatsy, Mulbery, Hogan, Rutledge, Krebs, Cameron, Pearson Publishing, ©2014

It is expected that a student ALREADY have the expertise necessary to pass this course. However, for your convenience, the following study guide lists the subjects you can expect to be tested on.

To pass the Challenge exam a student must achieve a score of 80% or better. The test is taken in the **Aculis Testing Center**. The approximate total cost to take the exam is \$35. If you desire college credit for this course, you will be required to pay an additional \$15.00 to purchase the credits for the course. Please refer to the instructions sheet for more details on the costs involved.

When you are ready to proceed with the test, you must schedule the test in the Aculis Testing Center. They are located in CS 612, and they can be reached by phone at 801-863-8431.

2010 CHALLENGE EXAM PART A

Excel (Spreadsheets) – Be able to:

Basic Concepts

- Enter and Edit Cell Data
- Create Formulas
- Use Cell References in a Formula
- Copy Formulas with Auto Fill
- Display Cell Formulas
- Manage Worksheets
- Rename a Worksheet and Select a Tab Color
- Adjust Column Width and Row Height
- Merge and Center Data in Cells
- Hide and Unhide Columns
- Use Page Layout Features
- Create a Header

- Apply Number Formats and Increase and Decrease Decimals

Formulas and Functions: Performing Quantitative Analysis

- Use Relative, Absolute, and Mixed Cell References in Formulas
- Use the SUM, AVERAGE, MEDIAN, MIN, MAX, COUNT Functions
- Use the VLOOKUP and HLOOKUP Functions
- Calculate Payments with the PMT Function
- Use the IF Function
- Create and Maintain Range Names

- Use Range Names in Formulas

Charts: Depicting Data Visually

- Select a Data Source
- Move and Size a Chart
- Add and Format Chart Elements (Labels)
- Apply a Chart Style and Colors
- Modify the Data Source
- Create and Customize Sparklines

Datasets and Tables: Managing Large Volumes of Data

- Freeze Rows and Columns
- Design and Create Tables
- Apply a Table Style
- Sort Data by Single or Multiple Fields
- Remove Duplicate Rows
- Filter Data
- Use Structured References
- Add a Total Row
- Apply Conditional Formatting
- Create a New Rule

2010 CHALLENGE EXAM PART B

Access (Databases) – Be able to:

Database Fundamentals

- Create a Database
- Use a Database Template
- Use an Existing Database
- Sort Table Data on One or Multiple Fields
- Create, Modify, and Remove Filters
- Use Filter by Selection
- Save as, Compact and Repair, and Back Up

Table Design, Creation, and Modification

- Designing a Table
- Create and Modify Tables
- Share Data with Excel
- Establish a Table Relationship
- Enforce Referential Integrity
- Create a Single-Table Query
- Specify Query Criteria for Different Data Types
- Apply a Query Sort Order
- Run, Copy, and Modify a Query

- Use the Query Wizard
- Create a Multitable Query
- Modify a Multitable Query

Calculations and Expressions

- Create a Calculated Field in a Query
- Format and Save Calculated Results
- Create Expressions with the Expression Builder
- Use Built-In Functions
- Add Aggregate Functions to Datasheets
- Create Queries with Aggregate Functions

Forms and Reports

- Create a Form Using Form Tools
- Use Form Views
- Work with a Form Layout Control
- Sort Records in a Form
- Create Reports Using Report Tools
- Use Report Views
- Modify a Report
- Sort Records in a Report