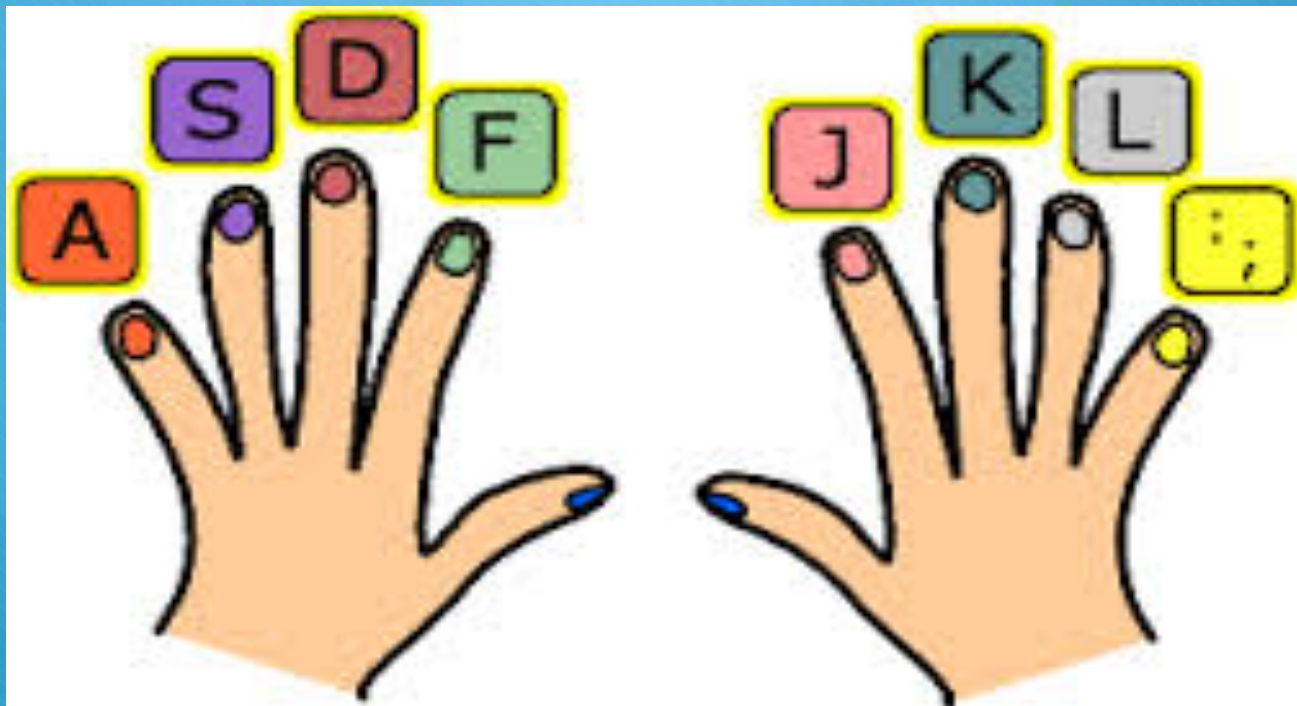# Bus App 1 EOC Review

Homerow Keys

Microsoft Word

- Creating a Word document

- Apply margins, tabs, line spacing, and paragraph indents

- Insert and manipulate graphics, word art and text boxes

- Utilize the word/character count commands

- Insert date and time

- Create bulleted and numbered list

Microsoft PowerPoint

- Order, group rotate objects

- Demonstrate ability to animate graphics

- Apply slide transition and timings

- Incorporate text, tables, charts, and graphic transitions into document

- Add sound using media

- Customize timing and rehearsing to coordinate with oral presentation

- Apply action buttons

- Insert hyperlink to a file or internet site

- Rearrange slide order through slide sorter

- Create note page to aid in oral presentation of slide show

- Customize timing and rehearsing to coordinate with oral presentation

World Wide Web

- Internet Privacy, etiquette, and copy right laws

- How to evaluate a website

Microsoft Excel

- Create and navigate through a worksheet

- Address parts of a spreadsheet change column width and row height

Information technology tools

- Functions of a Web browser

- Different types of search engines

  - Information portals
  - Google, Yahoo, Bing

Communications features of information technology

- Domain names of websites

- Treats from hackers and viruses

- Safety while on the Internet