

# BUS 211

## Entry Skill Self-Evaluation

This document specifies a number of tasks to perform. If you can perform these tasks “without great difficulty” then your skills are sufficient to enroll in BUS 211. If you find it difficult or impossible to perform some or all of the tasks presented here, your computer skills need to be improved before enrolling in BUS 211.

To evaluate the adequacy of your computer skills, do the following:

- a. Set aside a block of time to devote to performing these tasks. It should take approximately 50 minutes to complete the assessment.
- b. Start working through the tasks and **keep a record of how long you spend on each task.**
- c. When you’ve completed all tasks, open the file “SkillScoring.pdf” and compare your completed tasks and times with the performance standards and examples included.

### **IMPORTANT INFORMATION:**

This Self-Evaluation assumes access to the machines in MSU’s student labs, access to the software there, and the ability to successfully navigate to MSU’s network resources: specifically the student’s Z: drive.

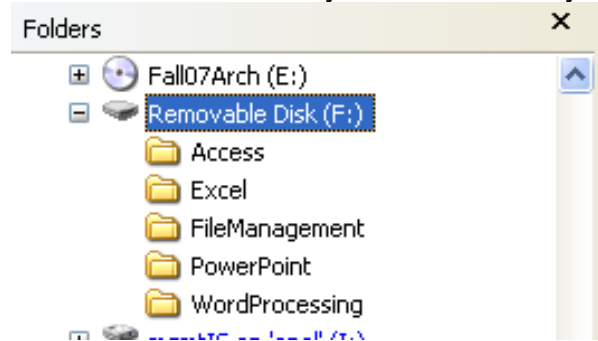
Microsoft Office 2003 and 2007 are available in the Student Labs although the 2003 software is harder to access. You may perform the tasks using

the software version of your choice.

### File Management Tasks

Students entering BUS 211 need to be able to manage their files in a Windows environment. Below are several tasks to test your skills and proficiency (time to complete the task).

1. On any drive, create a directory structure like that shown for Removable Disk F. (Your directory structure need not start at the root but could be contained within a folder on your Z-drive or within My Documents on your own computer.)



**Time:** \_\_\_\_\_

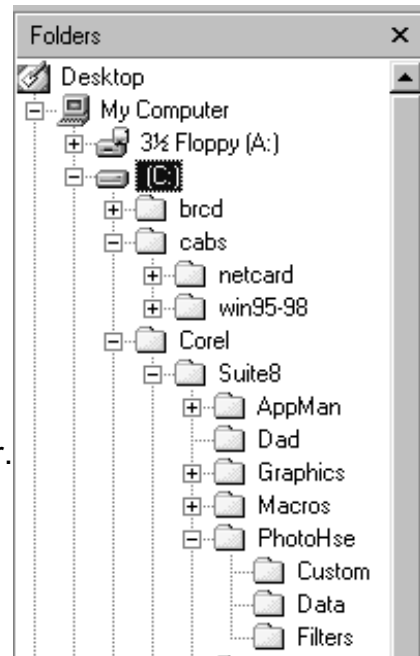
2. Before enrolling in BUS 211 students will need to be able to copy and rename files. Find any non-system file on your computer, copy it to your FileManagement folder, and rename it as follows: CopiedFile. (You may leave the extension unchanged.)

**Time:** \_\_\_\_\_

### Word Processing Tasks

Before enrolling in BUS 211, students should be able to produce attractive word processed documents with correct spelling and grammar and professional appearance. To demonstrate these skills,

- 1) Create a new Word document with the following formatting specification:
  - a. **Margins** – Top and bottom are 1”, left and right are 1.25”
  - b. **Title Font** – Times New Roman, 16pt.
  - c. **Document Font** – Times New Roman, 12 pt.
  
- 2) In the body of the document, respond to the following questions about the image to the right – with each question clearly indicated.
  - a. What is the parent directory of the Custom folder?
  - b. What does the “+” in front of a folder mean?
  - c. What does the “-“ in front of a folder mean?
  - d. What drive letter are you exploring?
  
- 3) Save this document in your WordProcessing folder.  
**Time:** \_\_\_\_\_



### Email Task

Before enrolling in BUS 211, students should be able to use email. Do the following:

1. Open your email.
2. Send a message to yourself or a friend where the message includes:
  - a. A meaningful subject line
  - b. Proper salutation
  - c. Professionally written message which explains why the email is being sent
  - d. Proper professional footer/signature block (optional)
  - e. Your “CopiedFile” as an attachment.

**Time:** \_\_\_\_\_

### Excel Tasks

Before enrolling in BUS 211, students should have a basic familiarity with Excel. A sample worksheet is provided with a number of tasks to test basic skills and proficiency. Open the file: ExcelEntrySkillSelfTest.xls. Instructions are provided on each sheet in a light green textbox. Perform those tasks.

**Format Time:** \_\_\_\_\_      **Formula Time:** \_\_\_\_\_      **Chart Time:** \_\_\_\_\_

### Power Point Task

Open Power Point and create a presentation meeting the following criteria:

1. Presentation Opens with a title slide.
2. One of the many standard designs has been selected so that all slides have a consistent look.
3. The presentation includes the following:
  - a. A image inserted from a file.
  - b. A bulleted list with at least five bullet items.
  - c. A slide with a clip-art image that you have resized.
  - d. A data chart (graph) of your choice. The chart could be created in Power Point or imported from Excel.

The actual content of the presentation is up to you.

**Time:** \_\_\_\_\_

### **Determining Proficiency and Interpreting Results**

**Open the file SkillScoring.pdf and compare your times and answers with the examples and proficiency levels provided in the document. Once you have scored your tasks, you can now make an informed choice about your class schedule for the future. If you were proficient in all these tasks, you should plan to take BUS 211 in your sophomore year (see your option worksheet for the recommended term). If you were not proficient in all these tasks, you have several options. You may enroll in CS 150 and/or take advantage of a variety of on-line computer tutorials.**

**Plan ahead: during the first day of class in BUS 211, you will be tested again on similar types of tasks. If you do not pass that entrance exam, you will not be allowed to remain in the course.**