Integrated Technology Final Review

Revised 5-3-13

 **Unscramble the words below and use those words to help solve the questions below:**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Dress | Smile | Application | References | First Impression | Resume |
| Portfolio | Three to Five | Cover Letter | Presentation of Yourself | Interviewing | Thank you letter |

1. A \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ is a selling tool that outlines your skills and experiences. It also should be written in chunks and in a bulleted list.
2. You have 5 seconds to give off a \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ so make sure it’s a good one.
3. After an interview, you should always send a \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ to the employer.
4. A \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ is when you request an interview for a position you are interested in.
5. After an interview, the employer will be calling the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ you listed on your resume. The employer will ask them questions about you to see if you are a suitable candidate for the position.
6. Remember to \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ when interviewing and when you first meet the interviewer. It helps show them that you are a great person for the job!!
7. When you want a job, you fill out an \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. There should be no blanks nor should it be folded up. It needs to look as professional as possible so remember to use your best penmanship when filling it out.
8. A \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ is something you take with you to the interview. It is a collection of prior work, achievements, and awards that are relevant to the interview. This helps show the employer how determined you are and helps them see a background in the work you have done.
9. You should have \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ references on your resume. Make sure they are NOT family members or close friends. They should be past employers, current employers, teachers, and other supervisors you might have worked with.
10. When going to an interview, baggy pants and tank tops that expose a lot of skin is considered inappropriate \_\_\_\_\_\_\_\_\_\_\_. When going to an interview make sure you are in business casual clothes. Girls should wear dress pants/skirt and a nice top, while boys should wear khakis/ dress pants and a button up shirt.
11. While \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ make sure to hold eye contact with the employer. Also make sure to shake their hands, arrive 10 minutes early and know some background information on the company. It shows that you are well prepared for the interview!
12. When getting ready for an interview, consider your \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. Make sure your clothes are wrinkle free, your hair is nicely done (no bed head!!), your teeth are brushed and your breath smells good. This all helps the employer get a great first impression of yourself!

**Answer the following questions.**

1. Explain the difference between a workbook vs. a worksheet when using a spreadsheet.
2. Can text be rotated in a spreadsheet?
3. When should you insert a graph or chart? Does it have to always enhance the point of the work or can you insert them into work to be funny?
4. Know what (####) stands for. What does it mean when it appears on the screen?
5. On a professional document, how many font styles should you use? Can they be fun fonts as long as they can be read or does it really matter?
6. On publisher, what is the name of the area when you can put images, text and objects that you might use later?
7. Out of the 6 examples chose the best three:
	* 1. You create an outline to:
			1. Aid in the process of writing
			2. Have fun
			3. Waste class time because the teacher doesn’t want to teach
			4. Helps organize your ideas
			5. It can help you win the newest BMW/Lexis
			6. Presents the material in a logical form
8. When making a professional document, should there be a ton of white space? How do you appropriately get rid of white space?
9. Give the definition of plagiarism. Also give an example of plagiarism.
10. Do you know the consequences of plagiarism in high school? What are the consequences of plagiarism in college?
11. Resume layout should be in \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ and in a bulleted list.
12. When someone says that a graphic is pixilated they mean it is . . . .
13. A digital portfolio is . . .

**What is the difference between an application and the word software? Please define**

1. Application -
2. Software -

**On the left I have given applications. On the right I want you to tell me what software would work the best for each application, please use the word bank to help you.**

**Word Bank for Software:**

- Excel

- Paint, Photoshop

- Access

- Dreamweaver, Weebly, Wix

- Publisher, Word

- Word

|  |  |
| --- | --- |
| **APPLICATION** | **SOFTWARE** |
| 1. Database
 |  |
| 1. Word Processing
 |  |
| 1. Desktop Publishing
 |  |
| 1. Spreadsheets
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| 1. Photo Editing
 |  |
| 1. Web Design
 |  |

Labeling – Label each part of the sample block letter on the lines provided on the left margin. Please use the

 word bank to help you.

A. Closing B. Enclosure C. Letterhead D. Details/Evidence

E. State Purpose AB. Writers Name AC. Salutation AD. Dateline

AE. Letter Address BC. Summary/wrap up

**Sample Block Letter**

XXXX XXXX

**34.**

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XXX, XXXXXXXX XXX

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**35.**

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**36.**

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**37.**

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**38.**

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**39.**

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**40.**

**41.**

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**42.**

XXXXXXXXXXX

**43.**

XXXXXXXXX

DO YOU KNOW YOUR KEYBOARD SHORTCUT KEYS???

1. Ctrl +\_\_\_\_= Select All
2. Ctrl +\_\_\_\_= Copy
3.  Ctrl +\_\_\_\_= Paste
4. Ctrl +\_\_\_\_= Undo
5. Ctrl +\_\_\_\_= Redo
6. Ctrl +\_\_\_\_= Print
7. Ctrl +\_\_\_\_= Bold
8. Ctrl +\_\_\_\_= Underline
9. Ctrl +\_\_\_\_= Save
10. Ctrl +\_\_\_\_= Cut
11. Ctrl +\_\_\_\_= Double Space
12. Ctrl +\_\_\_\_= Single Space
13. Ctrl +\_\_\_\_=1 ½ Space

Good luck and don’t forget to study your vocabulary Unit 1 and 2