Sharyland ISD
Study Guide

BIM 1
Semester 1

Student Name: _____

Student ID: _____

Business Information Management (BIM 1) 1A Study Guide Examination for Acceleration (EA) Credit by Exam (CBE)

BIM 1- Exam consists of 50 multiple choice questions worth 2 points for a total of 100 points. This Study Guide provides direction for your studies and sample questions for your key topics included in the exam. For each key topic you will find study tips and sample questions to give you a general idea of the type of questions to expect. The key topics covered in this exam include:
Employability Skills
Business Communication

Employability
- Is used to describe the positive work behaviors and personal qualities which make individuals more likely to gain employment and succeed in their chosen career

Employability
- Involves skills which are needed to be effective in any job market or workplace, examples include:
  - attendance
  - on-time arrival
  - meeting deadlines
  - working toward personal and team goals
  - ethical use of technology

Employability Skills Include the following:
  - professionalism
  - effective communication
  - ethical behavior
  - academic preparation
  - critical thinking
  - problem solving
  - teamwork

Professionalism Skills can be implemented through:
  a. dressing and grooming appropriately
     - creates a first impression
     - proper grooming and appearance demonstrates respect and shows an individual is taking the job seriously
  b. speech
     - proper speech can show an individual as mature, intelligent, confident and professional
     - Can be implemented through:
  c. mannerisms
     - style of speaking or behaving

> ➤ method of interacting with others respectfully, courteously and with dignity in the office or workplace

Effective Communication

    d. Is possibly the most important skill in the workplace

    e. Is transferring information from one place to another, whether it is vocally, written, visually or non-verbally

    f. good interpersonal communication skills allow individuals to work more efficiently in groups

Leadership Skills can be implemented through:

  ➤ getting to know people

     • understanding an individual's strengths, weaknesses and motivations can allow for a more productive working relationship

  ➤ treating everyone fairly

     • giving everyone an equal chance to participate, contribute and be recognized in the workplace

Label at the following items.

A. Title bar
B. Ribbon
C. 1 Tab
D. 1 Group
E. Status bar
F. Zoom slider
G. Word count
H. Page number
I. Dialog box launcher
J. Ruler
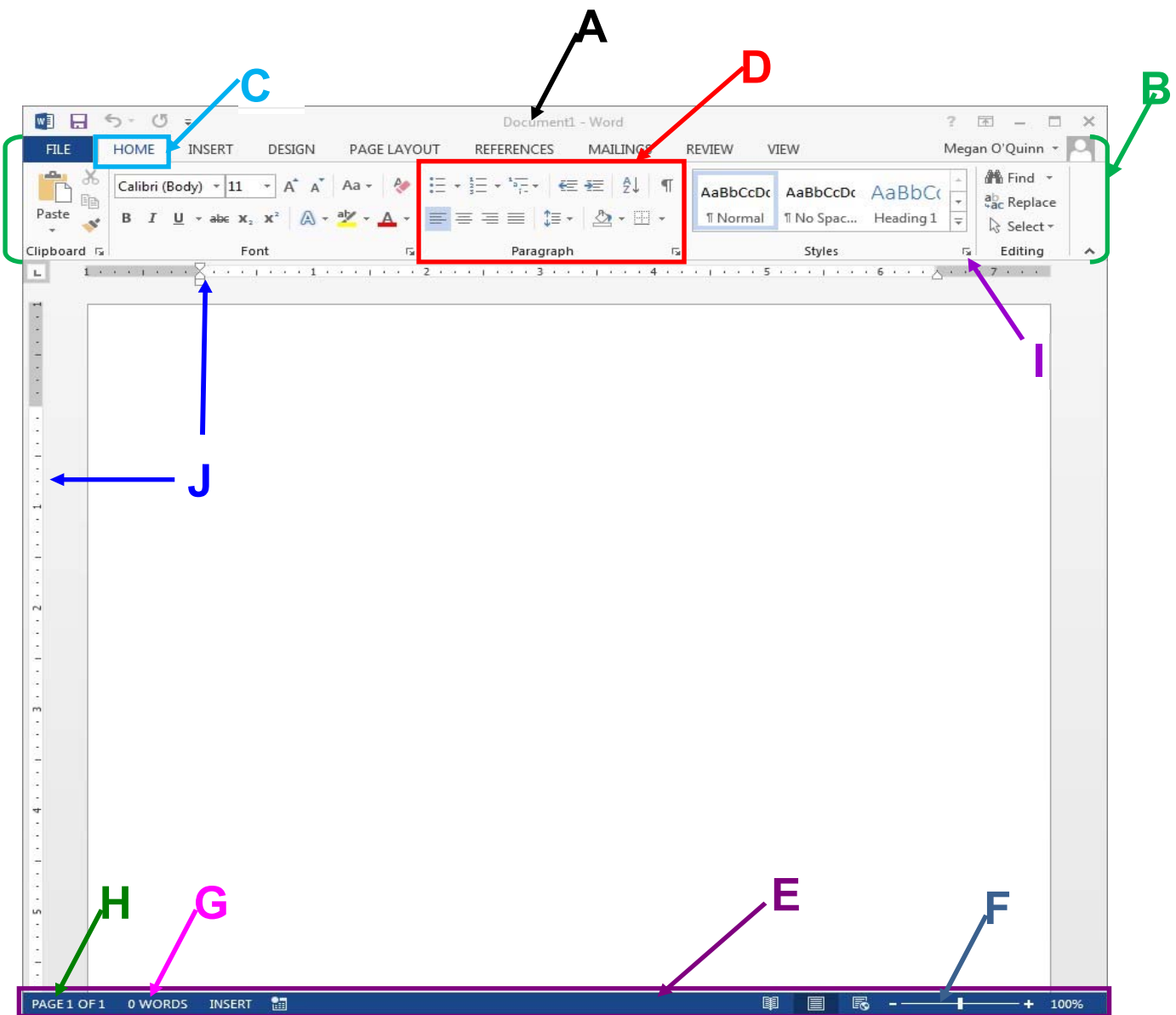
Microsoft ® Word 2013 Basics

Word Processing act of creating, editing and producing a text document

Ribbon acts as the major organizational unit of Microsoft® Word it contains the following TABS:

File, Home, Insert, Design, Page Layout, Reference, Mailing, Review, View.

In the **Status Bar** you can find the page number, word count, read mode, print layout, web layout, and zoom slider

Opening Microsoft® Word

One method is to click the Start Button in the bottom left-hand corner of your desktop and then click the down pointing arrow to take you to the App Screen.

Next, locate the Microsoft® Office 2013 heading and click on Microsoft® Word.

Label at least the following items.

- A. Title bar
- B. Ribbon
- C. 1 Tab
- D. 1 Group
- E. Zoom slider
- F. Slide Number
- G. Slide pane
- H. Dialog box launcher
- I. Rulers
- J. Quick Access Toolbar