

# Sharyland ISD Study Guide

## BIM 2 Semester 1



Student Name: \_\_\_\_\_  
Student ID: \_\_\_\_\_

**Business Information Management (BIM 2) 1A Study Guide Examination  
for Acceleration (EA)/Credit by Exam (CBE)**

**BIM 2** - Exam consists of 50 multiple choice questions worth 2 points each for a total of 100 points. This Study Guide provides direction for your studies and sample questions for 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:

- **Business Communication**
- **Word Processing**
- **Electronic Portfolios/ Employability Skills**

**What is Communication:** The process of communication is what allows us to interact with other people

**Examples of Effective Communication:** Eye contact, body language, smiling face, check for understanding

**Examples of Barriers to Effective Communication:** Language, disability, distance, noise, lack of interest

**Cultural Diversity:** communication styles of different cultures

**Soft Skills:** People skills, communication skills

**Hard Skills:** Completing tasks, language skills

**Examples of other ways to communicate:** Body movements, gestures, facial expressions, eye contact

**Resume:** A summary of your experiences, education and skills

**Resumes should include:** Summary, objective, education, skills, experience

**References:** People who will validate your work

**Resume Tips:** proofread, resume paper, bold heading, typed

**Cover Letter:** One page doc. Sent along with your resume

**E-Portfolio:** A collection of digital files that are shared electronically

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

**To create a mail-merge, you go to:** mailings

**Backstage View:** the start of word

**Saving documents for the first time you?** Save As

**What is line spacing?** increase, decrease white spaces bwt. Paragraphs

**Column Break:** forces text to top of next column

**Page Break:** forces text to the top of next page

**Columns are located in:** Layout, columns, select number of columns

**How to add Comments:** Insert, comment – add the comment on the side of the document

**How to add a Cover Page:** Insert, Cover page

**References are to insert:** citations, bibliography, captions

**What are themes?** Colors, fonts and effects applied to document

**How do you create a Macros?** Click macro you are recording, click button, name the macro and give it a special button, stop recording, insert macro

**What is a watermark?** Artist art to document

**What is a wrap text?** Image wraps around text

**Difference bullets and numbered bullets?** Symbol in any order, numbers or alph. in specific order

**Comments vs Captions?** Comment adds a note to the part of the document – Caption labels the picture or object

**Section Break?** splits your document's pages into sections that can have a different format or layout. For example, you could create pages that have different headers and footers

**Styles?** to format the paragraphs in your document. So you would use the "Title" style for your title, "Body Text" style for body text, "Caption" style for the picture captions

**Table of Contents?** list of the parts of a book or document organized in the order in which the parts appear. The contents usually includes the titles or descriptions of the first-level headers, such as chapter titles in longer works, and often includes second-level or section titles within the chapters as well, and occasionally even third-level titles

**Developer Tab?** provides users with the option to write and run macros, use ActiveX controls and XML commands, create applications in Microsoft Office, and more. The developer tab is not readily available on the ribbon in Word by default, but can be added at any time through the options menu

**Page Background?** bring changes or add anything to the background of your document like watermarks, large variety of colors, page borders

**Mini toolbar?** The mini toolbar appears when you highlight text and either move your mouse cursor over the highlighted text or right-click on the highlighted text.

## Vocabulary You Should Know!

Template

Comments

Alignment

References

Headers/Footers/Footnotes

Macro

Hyperlinks

Columns

Ribbon

Mail Merge

Backstage View

Breaks

Resume

Cover Letter

Effective Communication

Barriers

Cultural Diversity

Hard Skills

Soft Skills

Teamwork

Measurable Skills

Body Language

E-Portfolio

Experiences

References

Colleagues

PDF

Word Processing

Layout

Watermark

Bulleted list

Word Wrap

Page Setup

Formatted