

Sharyland ISD Study Guide

BIM 2 Semester 2



Student Name: _____

Student ID: _____

**Business Information Management (BIM 2) 1B 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:

- **MS Presentation (Powerpoint)**
- **MS Spreadsheet (Excel)**
- **MS Database (Access)**

Excel:

Program used to analyze data is known as excel

A cell reference is a cell being used is known as an active cell

Auto fill is used to fill in cell with data which follows from their neighboring cells

A worksheet or sheet is a single page in a workbook located at the bottom of the page that can be renamed/color changed

Data are set of numbers, text and formulas

Autofit changes the column width to automatically fit the contents

Operation symbols (+, -, *, /)

Basic Functions: =A1+A2 (Adds) =C4- 3 (Substrate) =E7/J4 (Division) =N10*N12 (Multiplies)

AutoSum- Calculates the sum of a range

Freeze panel freeze columns and rows that you want to keep visible

Numbers include: General, Number, Currency, Accounting, Date, Time, Percentage, Fractions, Text

Print Area only prints out selected cell you want to print

Database:

Table (Database) made up for rows and columns and allow for direct data entry

Columns are referred to fields/ Rows are referred to a records

Reports consists of information that is pulled from tables or queries as well as information that is stored with the report design

Primary Key is a field with values that is unique throughout a table

Design View creating the table with specific fields, you can edit, insert and delete fields in your database

Datasheet View allows data to be entered into rows and columns within a table

PowerPoint:

Crop is the process of trimming the edges of a picture

Online pictures found in various online sources

Presentation is the editable format where slides are added

Handouts is the option selected to print several slides per sheet

Slide Header/Footer include date/time, page number

Slide Show - From beginning or current slide

Difference between sound and audio

Vocabulary You Should Know!

Database

Access

Table

Reports

Query

Datasheet view

Design view

Primary key

Record

Field

Spreadsheet

AutoFill

Animation

Transition

Worksheet

Reference

AutoFill

Handouts (printing)

Shape Fill

Reuse Slides

Theme

Crop

Vertical blocks

Print Preview

Navigation Panel

Freeze Panels

Ribbon Tabs

Reference

Workbook

Active Cell

Rows

Columns

Transition

Animation