



**ILLIANA CHRISTIAN
HIGH SCHOOL**

Date: April 2019
To: Parents of Freshmen
From: Mr. Peter Boonstra, Principal
Re: Computer Skills Test

Greetings from Illiana!

Illiana Christian High School requires all students to successfully complete a computer skills class for graduation. We often receive inquiries about whether there is a way to test out of Illiana's Computer Skills Class. There is a way to test out, although it is not easy. Based on past experience, it is generally only worthwhile for the exceptional student.

The test itself takes 2 to 2½ hours and is limited to no more than 2½ hours. The fee is \$20. The content is keyboarding speed and accuracy, but also includes other computer skills such as navigating the latest versions of Word, Excel, and PowerPoint. They will also be asked to complete and pass an objective test covering the basics of Word, Excel, and Power Point. The test is essentially the exam for the Computer Skills 1 class.

Students who do very well on it (80% or better) will be exempt from the requirement to take a Computer Skills class. (They would only be exempt from the requirement. They would NOT receive credit for the class.) Those who score 62%-80% would be placed in Computer Skills 2. Those who score less than 62% would be scheduled in Computer Skills 1 as are all students who do not take the test.

There are two test-out dates: June 11 and August 16, both at 8:00 a.m. Please contact the school office at (708) 474-0515 if you would like to sign your child up for the test.

TESTING OUT OF DIGITAL APPLICATIONS (COMPUTER SKILLS I)

For the student who wants to test out of Digital Applications, the following stipulations must be met:

(3) PRODUCTION PROBLEMS Using Microsoft Office 2016

1. Format/type a Word document
 - change page orientation, change margins, format document into columns, insert lines between columns, insert page section breaks and column breaks, change column spacing, create headers and footers, change colors and font styles, insert clip art graphics.
2. Format/type an Excel document
 - Create a 3-D column chart, display axis data so no decimals are displayed, fit chart onto a single page, enter info into a chart, create a basic auto sum formula, print a formula sheet.
3. Format/type a Power Point document
 - Apply a design theme to a presentation, select shapes and distribute them vertically and align them to their left edges, select shapes and distribute them horizontally and aligned to their bottom edges, apply effects to shapes, draw arrows between shapes, create additional slides and enter information, add a footer on notes and handouts, print presentations as handouts, print presentation outline.
5. Complete and pass an objective test covering the basics of Word, Excel, and Power Point.
 - A student must pass all of the above with a minimum score of 80% (C+) in order to test out of Computer Skills I and not have to take any other keyboarding course.
 - A student who passes (above 60%) but does not meet the 80+ % criteria can still test out of Computer Skills I but would be required to take Computer Skills II instead.
 - Students will only be allowed to attempt the "test-out" exam one time.
 - Cost to take the test is \$20.

2019 TEST-OUT DATES:

June 11 or August 16, 8 a.m. for both.

Please schedule for one of these dates with the ICHS office.

The test will take approximately 2+ hours.

