

COMPUTER FAMILIARITY TEST

(Windows 7/2010)

Individuals seeking an AA/AS degree must complete a computer class (even if none is required by their major) or successfully pass the Computer Familiarity Test. The test is 70 minutes long. It costs \$25 dollars that should be paid to the Business Office. The CFT does not grant credit, nor serve as a Computer Concepts prerequisite, but does meet the graduation requirement.

The CFT is administered according to the EMLS placement schedule. No appointments are necessary. For any questions, please call (559) 442.8280 or visit fresnocitycollege.edu/assessmentcenter

The CFT covers the material listed below:

FILE MANAGEMENT (10 questions)

- Operate effectively within the desktop environment
- Manage and organize files and directories/folders
- Copy, Move, and delete files and directories/folders
- Work with desktop icons and manipulate windows
- Use search features, simple edit tools, and print management facilities available within an operating system

WORD PROCESSING (10 questions)

- Carry out operations associated with creating, formatting, and finishing a word processing document ready for distribution
- Create standard tables
- Use pictures and images within a document
- Import objects
- Use mail merge tools

INFORMATION & COMMUNICATION (10 questions)

- Accomplish Web search tasks using a Web browser
- Bookmark search results
- Print Web pages and search reports
- Send and receive messages
- Attach documents or files to a message
- Organize and manage folders/directories within electronic mail software