



College of Business and Economics

Spring 2009 Computer Applications Test

WHY YOU NEED THE TEST : The CAT test is required of all business majors prior to admission to the College of Business and Economics, and it is a prerequisite for ITBE 280 Introduction to Information Systems. **Pre-business majors should plan to take the test before earning 54 credits.** Students who pass COMPSCI 162 Computer Applications course will not be required to take the test, but space in COMPSCI 162 is limited, and so we expect most pre-business students to take the test.

WHAT YOU NEED TO DO

1. Purchase the software: SAM 2003 Assessment and Training for Microsoft Office 2003 in the Bookstore. (IMPORTANT! SAM 2003 (3.1 version) will NOT work with the VISTA operating system. If your computer has the VISTA operating system, make sure you get a VISTA-ready CD at the University Bookstore.)
2. Install the software on your computer. If you do not have a personal computer, you may prepare for the test in Carlson 3011 during open hours. In either case, you need to purchase the software, because you cannot take the test without the key code included with the software.
3. After passing the SAMPLE CAT test (90% correct), you will sign up to take the actual test. Instructions for taking the SAMPLE CAT test are included with your SAM 2003 software.
4. Keep the software for possible use in your advanced business courses.

HOW TO SIGN UP FOR THE TEST: *You must register at least a day before the test; you CANNOT sign up on the day of the test.*

1. Go to <http://signup.uww.edu>, enter your Net-ID (WINS Net-ID) and enter your password (WINS password).
2. Click on "ALL STUDENTS"
3. Under the College of Business & Economics heading, look for the "COMPUTER APPLICATIONS TEST" session that you want and click "REGISTER." To withdraw from a session after you've registered, follow steps 1 & 2, click on "View My Current Registrations" and click "Withdraw".

WHEN THE TEST WILL BE OFFERED

Day	Date	Time	Day	Date	Time
Wednesday	January 14 th	3:00-4:15	Wednesday	March 18 th	2:00-3:15
Thursday	January 15 th	8:30-9:45	Thursday	April 2 nd	9:30-10:45
Wednesday	February 4 th	8:30-9:45	Monday	April 6 th	1:30-2:45
Thursday	February 19 th	8:30-9:45	Wednesday	April 8 th	3:45-5:00
Monday	February 23 rd	3:45-5:00	Thursday	April 16 th	3:45-5:00
Thursday	March 12 th	9:30-10:45	Friday	April 24 th	9:30-10:45
Monday	March 16 th	2:00-3:15	Thursday	April 30 th	3:45-5:00

WHAT YOU NEED TO KNOW: The test will cover Microsoft Word, Excel, and PowerPoint. Some topics covered on CAT test are listed below:

Microsoft Word (Word Processing)

- Insert text
- Cut and paste text
- Move text
- Find and replace text
- Create tables
- Insert clip art
- Create text box
- Add bullets

Microsoft Excel (Spreadsheet)

- Insert a cell
- Delete selected cells
- Merge cells
- Insert columns and rows
- Copy cells
- Apply number formats
- Set cell color
- Average function

Microsoft PowerPoint (Presentation)

- Creating a new presentation
- Change views
- Add slides to presentations
- Delete slides from a presentation
- Enter text in the outline pane
- Add text to slides
- Edit text on slides

All CAT tests are given in Carlson 3004. If you have questions, e-mail CAT@uww.edu