



CIS200 Prequalification Exam Study Guide

Dear Students,

To be able to register for CIS200, you will need to pass the CIS Prequalification Exam at the University Testing Center. This exam is to ensure you have the necessary Excel experience before starting and successfully completing CIS200.

If you watch the listed videos and follow along, practicing on an Excel spreadsheet, you will be better prepared to pass the exam.

The exam itself will take place in the University Testing Center on a PC Windows machine. When you are ready, please go to **“Schedule a Proctored Exam”** on the University Test Center website and schedule a 1-hour time slot.

<https://tilt.colostate.edu/testingCenter/scheduleExams/>

During the exam:

- Closed book, closed notes, no discussion with a neighbor or internet access.
- 85% correct is passing.
- You will be given 3 attempts for each question.
- 90 minutes is the maximum time for the test, but many people complete it in under an hour.
- You can take the exam up to three different times to get a passing grade. If you cannot pass after three attempts, then you must pass BUS150 or CS110 before registering for CIS200.
- The exam will cost \$5.00 per 30 minutes, payable at the end of your exam by cash or credit card.

Notice the list of the Excel operations that you will be tested on in the exam. If you do not know the operation or how to do it, visit the tutorial or videos at the links provided to study before attempting the exam.

If you have some experience with Excel and want to brush up on the basic operations, the following **Free 35 Minute Excel Quick Start Tutorial** video is highly recommended.

https://youtu.be/ko_J_bG6LXo

If your experience with Excel is limited, the following link contains a great set of free videos and lessons that will quickly take you from beginner to intermediate user.

<https://edu.gcfglobal.org/en/excel2016/>



The following links address specific Excel Operations in the Exam:

Excel Operation in Exam	Tutorial Links
Getting Familiar with the Excel Interface	https://edu.gcfglobal.org/en/excel2016/getting-started-with-excel/1/
Creating a Workbook Using a Template	https://edu.gcfglobal.org/en/excel2016/creating-and-opening-workbooks/1/
Inserting and deleting cells and content, drag and drop cells, using cut, copy, and paste functions	https://edu.gcfglobal.org/en/excel2016/cell-basics/1/
Modifying columns, rows, and cells	https://edu.gcfglobal.org/en/excel2016/modifying-columns-rows-and-cells/1/
Formatting Cells and Fonts in a Worksheet	https://edu.gcfglobal.org/en/excel2016/formatting-cells/1/
Formatting Dates and Numbers in a Worksheet	https://edu.gcfglobal.org/en/excel2016/understanding-number-formats/1/
Adding, Copying, Deleting and Moving Worksheets	https://edu.gcfglobal.org/en/excel2016/working-with-multiple-worksheets/1/
Setting Page Layout for Printing	https://edu.gcfglobal.org/en/excel2016/page-layout-and-printing/1/
Creating Math Formulas and Using Cell References	https://edu.gcfglobal.org/en/excel2016/intro-to-formulas/1/
Using Relative and Absolute Cell References, Fill Handles & Flash Fill for Quick Formula Copy, and Addressing Cells in Other Worksheets	https://edu.gcfglobal.org/en/excel2016/relative-and-absolute-cell-references/1/
Using Functions Including SUM and AVERAGE	https://edu.gcfglobal.org/en/excel2016/functions/1/
Working with Data	https://edu.gcfglobal.org/en/excel2016/basic-tips-for-working-with-data/1/
Using Find and Replace	https://edu.gcfglobal.org/en/excel2016/using-find-replace/1/
Freezing Panes and Other View Options	https://edu.gcfglobal.org/en/excel2016/freezing-panes-and-view-options/1/
Sorting Data	https://edu.gcfglobal.org/en/excel2016/sorting-data/1/
Conditional Formatting	https://edu.gcfglobal.org/en/excel2016/conditional-formatting/1/
Filtering Data	https://edu.gcfglobal.org/en/excel2016/filtering-data/1/
Removing Duplicate Rows	https://www.excelfunctions.net/remove-duplicate-rows.html
Using COUNT functions	https://support.office.com/en-us/article/COUNT-function-a59cd7fc-b623-4d93-87a4-d23bf411294c
Using COUNTIF functions	https://support.office.com/en-us/article/countif-function-eode10c6-f885-4e71-abb4-1f464816df34
Using COUNTIFS functions	https://support.office.com/en-us/article/countifs-function-dda3dc6e-f74e-4aee-88bc-aa8c2a866842
Using MAX functions	https://support.office.com/en-us/article/MAX-function-e0012414-9ac8-4b34-9a47-73e662c08098?ui=en-US&rs=en-US&ad=US
Using MIN functions	https://support.office.com/en-us/article/MIN-function-61635d12-920f-4ce2-a70f-96f202dcc152?ui=en-US&rs=en-US&ad=US



Using IF functions	https://support.office.com/en-us/article/IF-function-69aed7c9-4e8a-4755-a9bc-aa8bbff73be2
Evaluating a Formula	https://support.office.com/en-us/article/Evaluate-a-nested-formula-one-step-at-a-time-59a201ae-d1dc-4b15-8586-a70aa409b8a7
Creating and Formatting Pie Charts	https://edu.gcfglobal.org/en/excel2016/charts/1/

