

# PHARMACY TECHNICIAN COMPUTER LITERACY

## SAMPLE ASSESSMENT

### Part 1 – File Management

1. Create a folder called **Pull Together** on your floppy disk.
2. Create seven blank Word files *inside* the **Pull Together** folder named as follows:

*Brag sheet*  
*Milton*

*How to Buy*  
*Windows*  
*Garbage*

*Shakespeare*  
*Windows Tips*

Do this by opening a blank Word document; use **File; Save As**, naming the first document **Brag sheet**. Now use **File; Save As** and name this document **How to Buy**. Continue with this until you have the seven Word files.

3. Working on your 3 ½ Floppy A: disk, rename the folder to your first name.
4. Create the following folders **inside** the folder you just created on your disk:

*Car*  
*English*  
*Windows*

4. **Inside** the *Car* folder, create another folder called *Budget*

5. Move the files that were inside the **Pull Together** folder as follows:

**Brag sheet** to the Budget directory  
**How to Buy** to the Car directory  
**Shakespeare** to the English directory  
**Milton** to the English directory  
**Windows** to the Windows directory  
**Windows Tips** to the Windows directory

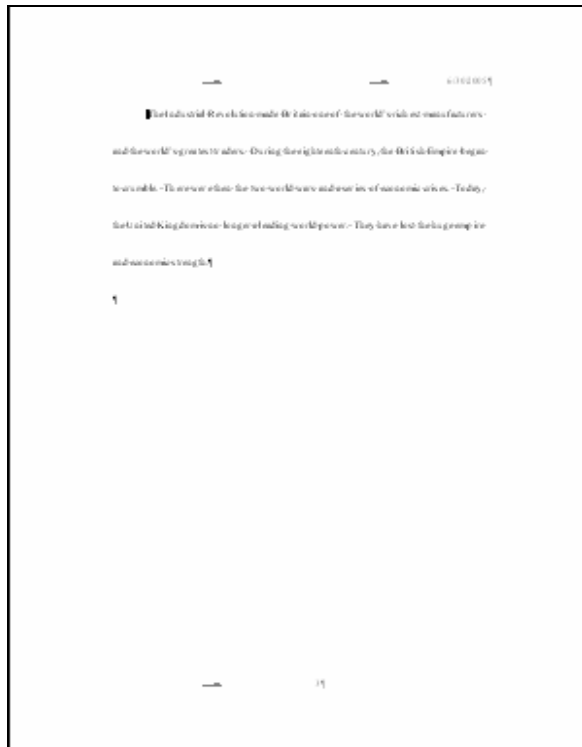
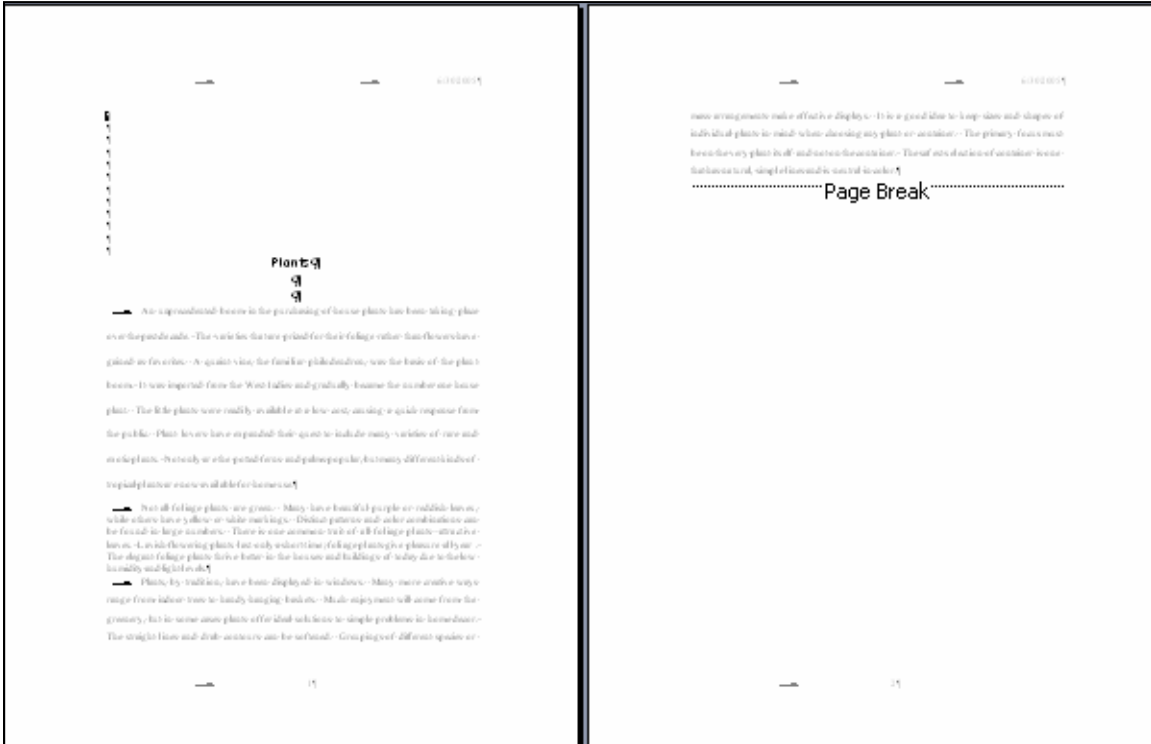
6. Delete the file called **Garbage**
7. Close all windows and proceed to Part 2.

### Part 2 – Word Processing

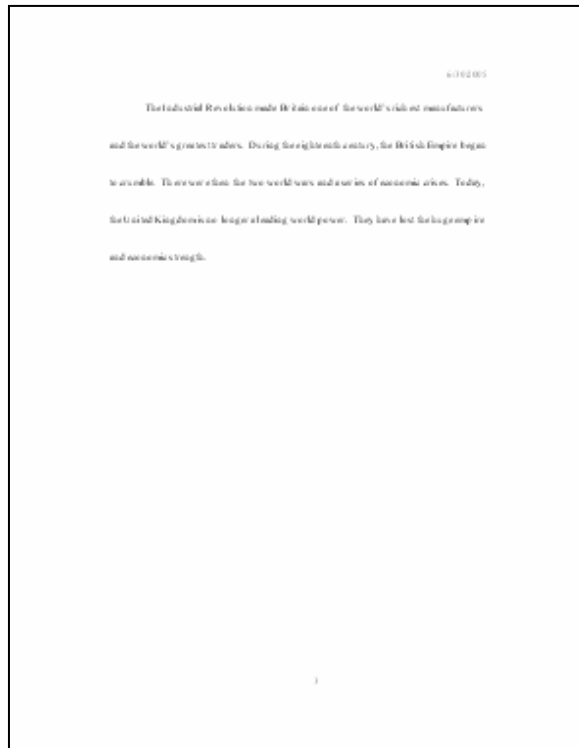
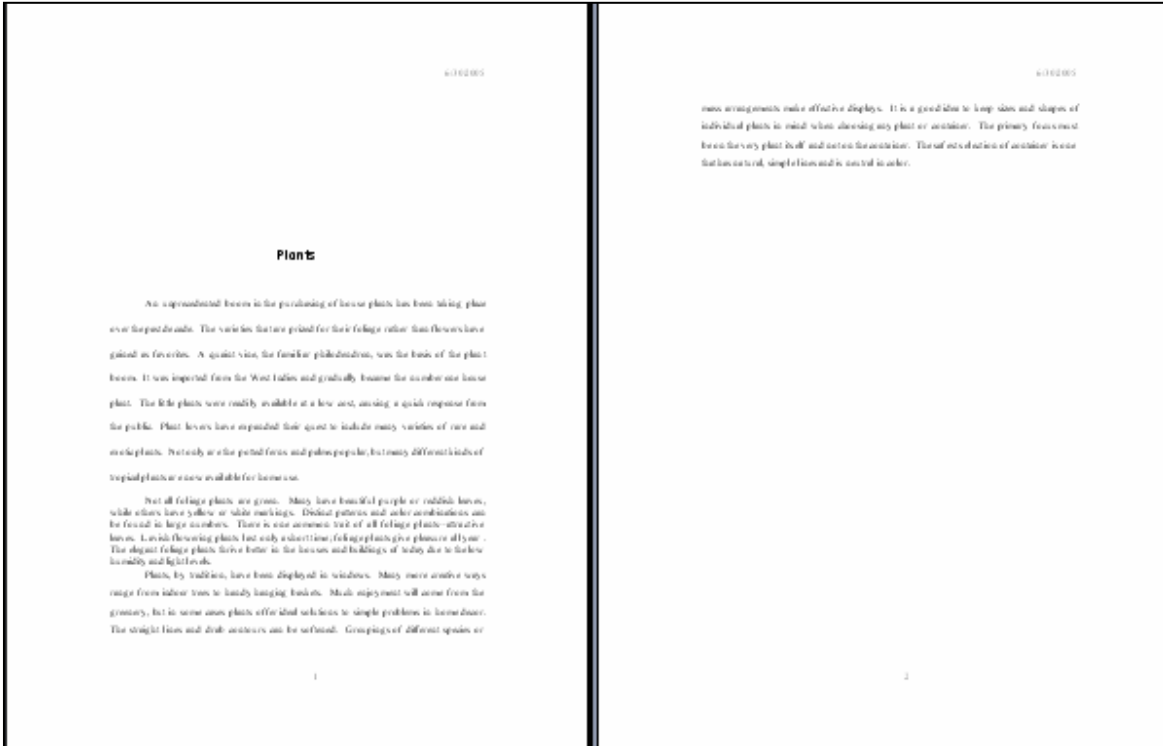
1. Open a word processing application and open the file named **page394**. Save it as **Page 394** to your disk. Leave this file open.
2. Open the file named **page142** and save it as **Page 142** to your disk. Leave this file open as well.

3. Cut the last paragraph of the file **Page 142** and paste it as a separate paragraph to the end of the document **Page 394**.
4. Re-save the remaining document as **Page 142** to your disk. Close this document.
5. Type the Title **Plants** at the beginning of the **Page 394** document. It should be approximately three inches from the top of the page. **Do not change your margins.**
6. Center the title, bold it and change the font to **Comic Sans** 15 pt. Leave two line spaces between the title and the rest of the document.
7. Use the following criteria to format your document:
  - a. Margins should be set at 1.5 inches for top, bottom, and both sides.
  - b. The paragraph beginning *An unprecedented boom* should be double spaced.
  - c. The paragraph beginning *Not all foliage* should be single spaced.
  - d. The paragraph beginning *Plants by tradition* should be a space-and-a-half.
  - e. The paragraph beginning *The Industrial Revolution* should be triple spaced.
  - f. A header with the date **inserted** (i.e. do not type the date in) should appear in the right hand corner beginning on the page following the title page. Use tabs to move the cursor to the right. **Hint:** *Place the Cursor at the beginning of the document before inserting headers, footers, and page numbers.*
  - g. Page numbering should be **inserted** at the bottom center of each page.
8. Add a page break just before the last paragraph of the document.
9. Spell check and grammar check your document.
10. Resave your document on your floppy (A:) as **Page 394** before you print the document.
11. Check your spacing and formatting with the documents on the next two pages. Note that the first page has been printed with the non-printing codes showing and the final version without so you can compare your document.
12. Save a second copy of your file to your folder as a Plain Text document.
13. Send the Word document as an e-mail attachment to a friend.
14. Proceed to Part 3.

# Finished Sample with the non-printing characters showing.



# Finished Sample



## **Part 3 – Spreadsheets**

1. Open the file [Pharm Tech Spreadsheet Sample](#) (this is a Microsoft Excel file). Save the file to your disk. A copy of the finished data is provided below. You may use it for a reference. **You will receive marks only if the formulas are correct and cell referencing is used throughout.**
2. Calculate GST for each item by multiplying it by 7%.
3. Ensure the GST amount is set to two decimals.
4. Calculate the total cost of each item by adding the Amount plus the GST (do not use the SUM Function).
5. In the ***Totals*** row (Row **20**), use the SUM function to calculate the total *Amount*, total *GST* and total *Total Price*. Ensure all amounts are formatted to two decimals.
6. In the ***Total*** row (Row **28**), use the SUM function to calculate the total *Funds Available*.
7. Type in your name in Cell B1.
8. Center and merge the title '**List of Supplies**' across columns A to D.
9. On the title, increase the size of the font to 18 and *Italicize* the title.
10. Center the column headings on Row 5; right align the supply items in Column A.
11. Format the Totals in Row 20 and 28 as currency with 2 decimals; display the negative numbers as red.
12. Change the layout of the page to landscape.
13. **Insert** the date in the center of a footer and type your name and ID# in the center of a header.
14. Save the spreadsheet.

**Your spreadsheet must match the sample for full marks.**

## Sample Spreadsheet

	A	B	C	D	E	F
1	Name of Camper:	Lucas Davenport				
2						
3	<i>List of Supplies</i>					
4						
5		Amount	GST	Total Price		
6	Tent	149.95	10.50	160.45		
7	Tent Mallet	16.98	1.19	18.17		
8	Tent Pegs	24.63	1.72	26.35		
9	Sleeping Bag	119.98	8.40	128.38		
10	Sleeping Pad	29.97	2.10	32.07		
11	Pillow	34.5	2.42	36.92		
12	Bear Bag	21.97	1.54	23.51		
13	Camp Stove	89.5	6.27	95.77		
14	Frying Pan	15.95	1.12	17.07		
15	Saucepan	11.95	0.84	12.79		
16	Propane	27.5	1.93	29.43		
17	Dishes	19.98	1.40	21.38		
18	Cutlery	8.97	0.63	9.60		
19	Sunscreen	5.95	0.42	6.37		
20	Bug Spray	8.95	0.63	9.58		
21						
22	Totals	\$586.73	\$41.07	\$627.80		
23						
24	Funds Available for Camping Holiday					
25						
26	Savings	500				
27	Wages	250				
28	Gifts	250				
29						
30	Total	\$1,000.00				