# **Exam Tips**

### **Exam Format: 2 Hours - Practical**

## This examination has four parts:

Part 1: Multiple Choice Questions (20 marks / 100) 20% of 2 hours is 24 minutes

Part 2: Practical Excel (15 marks / 100) 20% of 2 hours is 18 minutes

Part 3: Practical HTML (25 marks /100) 20% of 2 hours is 30 minutes

Part 4: Practical Access (40 marks / 100) 40% of 2 hours is 48 minutes

#### Lecture slides not in exam

#### Internet:

Week 4: Slides 41-45 – Graphics - Image formats

Slide 58 – Summary of Basic HTML elements. (Do not memorize. Will be provided to you)

Slides 74-78 – Summary of CSS Properties (Do not memorize. Will be provided to you)

Week 5: Slide 6, 15 - Positioning (Relative, Absolute, Z-Index)

Slide 22, 24 - Form Elements (Do not memorize. This will be provided to you)

Slide 28, 29 - Labels, Fieldsets, Legend

Week 6: Slide 50, 55 - Multimedia

Week 8: Slide 9 (XML Schema)

A HTML, JavaScript, CSS reference sheet will be provided.