

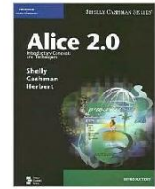
HOW TO ACCESS THE ONLINE TESTING CENTER

*START THE EXAM
ONLY IF YOU HAVE
TIME TO COMPLETE.
EACH EXAM TAKES
ABOUT 30 MINUTES*

1. OPEN Mr. Amerikaner [website](#)
2. On the left Nav panel, click **Online Testing Center**

Click on the exam as directed by the teacher.
Exams will be opened by teacher.

NOTE: EXAMS WORK ONLY WITH INTERNET EXPLORER 6.0 AND ABOVE. YOU MUST ENABLE JAVASCRIPT-LOOK FOR THE YELLOW WARNING BAR AT THE TOP OF THE EXAM PAGE.



3. Note the IMPORTANT INSTRUCTIONS: YOU MUST USE INTERNET EXPLORER OR FIREFOX BROWERS. WHEN YOU OPEN THE EXAM, IF YOU GET THE ENABLE JAVASCRIPT MESSAGE, YOU MUST CLICK THE YELLOW BAR AT THE TOP OF THE SCREEN.

Comp Apps	Comp Apps	Comp Apps	Programming
Word 1	Excel 1	PowerPoint 1	Alice Chapter 1
Word 2	Excel 2	PowerPoint 2	Alice Chapter 2
Word 3	Excel 3	PowerPoint 3	Alice Chapter 3
Word 4	Excel 4	PowerPoint 4	Alice Chapter 4
Word 5	Excel 5		

4. Scroll down and click on the exam you want to complete. Wait for the exam to load.

5. Enter YOUR NAME AND CLASS PERIOD in the name box
6. Enter YOUR ID in the id box
7. Enter YOUR EMAIL ADDRESS in the email box.

Name: **ID:**

Email:

8. Answer the questions; you may make changes as you proceed.

Name: ID:

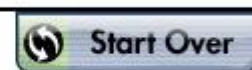
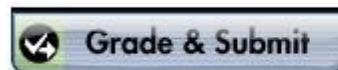
Email:

Comp Apps Semester One Word 2007 Lesson 1

True/False
Indicate whether the statement is true or false.

1. Both New and Save As are commands on the Office menu.
2. On the Ribbon, the commands on each tab are organized into groups.
3. Another name for the Office menu is the QAT.
4. You can use the insertion point to select a command.
5. When you first open Word, the last document on which you worked automatically appears on the screen.
6. The status bar appears immediately below the Ribbon on the Word screen.
7. If a document is too long to be seen on the screen, you can scroll down to see the hidden parts.
8. The insertion point shows you where any text you key will appear.
9. You can tell when text is selected because a wavy red line appears under it.
10. Word's Help feature is useful if you need to quickly learn how to use the Print Preview command.
11. You assign a name to a document when you print it.
12. The only way to correct a spelling error in Word is to click the Spelling & Grammar button.
13. The Print dialog box lets you specify how many copies of a document you want to print.

9. At the end of the exam, click **SUBMIT**.



10. If you take the exam at home, click **FILE---Print**. Print one copy of the exam and bring to class.
11. You will receive the computer score and a confirmation that the exam was sent to Mr. Amerikaner
12. I will adjust the scores, especially completion answers to correct for spelling and terminology.
13. Have Fun.