

SUMMER SCHOOL 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's [website](#)
2. Summer School

EXAMS-Office 2007
Exams will be posted by the teacher
Be sure the JavaScript Bar is Enabled

Word One	PowerPoint One
Word Two	PowerPoint Two
Word Three	PowerPoint Three
Word Four	PowerPoint Four
Word Five	
Word Six	

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

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

5. Enter YOUR First/Last NAME in the name box

Name: ID:

6. Enter period in the id box

Email:

7. Enter YOUR EMAIL ADDRESS in the email box.

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.

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

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



10. You will receive the computer score and a confirmation that the exam was sent to the Teacher
- 11 I will adjust the scores, especially completion answers to correct for spelling and terminology.
12. Have Fun.