

Computer Competency: The Practice Test

[\[Part I \]](#) [\[Part II \]](#) [\[Part III \]](#) [\[Part IV \]](#) [\[Part V \]](#)

If you would like to practice before taking the Competency test, please complete the practice assignment below:

Part I

Windows & File Management

All the files needed for the practice test are located in the "D" drive of the computer in a folder named **Practice Test**. You may also follow the links to access the files you need to complete the Practice Test, however, you must first save the necessary files in your computer!

1. Format your 3 1/2 Floppy disk. Please contact a member of staff to obtain copies of files you will need to complete the practice test.
2. Open Windows Explorer or My Computer and then create three folders called **Spreadsheets**, **Project**, and **Parks** on your disk.
3. Go to the "**D**" drive and open the folder **Practice Test** if you are doing the test in L218 or H113 (North Campus) and copy the following files:
 - a. [Parkcost](#), [Budget95](#), and [Budget99](#) to the Spreadsheet folder
 - b. [Proposal](#), [Members](#), and [NewLogo](#) to the Project folder
 - c. [Travel](#) to the Parks folder
4. Close Windows Explorer and start on Part II.

Part II

Microsoft Word

1. Open the file [Tribune.doc](#) located in your disk and then save the file as **Tribune Test** in the same location.
2. Correct any spelling or grammar errors. Make sure the right correction is selected in the **Suggestions** list box before you click **Change**. Please check for other errors, such as words spelled correctly, but are used out of context.
3. In the second to last sentence, replace "the BRT Advertising Office" with your name.
4. Change the right margin to 1.5 inches and the left margin to 2 inches.
5. Format the entire document to 12-point Times New Roman font.
6. Format the four paragraphs below "Did you know?" as a bulleted list.
7. Drag the third bullet (which begins "You can include...") up to make it the first bullet in the bulleted list.
8. Format the first line of the document using a font, font size, and alignment of your choice. Use bold or italic for emphasis.
9. Format the entire document using 1.5 line spacing.
10. Save and print the document.

Practice Computer Competency Test

SJ Ball



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