

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](#), [Budget99](#), 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

**Lora Cohen-Vogel, Peter
Youngs, Janelle Scott**



Practice Computer Competency Test:

Practice Computer Competency Test Book Review: Unveiling the Power of Words

In a world driven by information and connectivity, the power of words has been evident than ever. They have the capacity to inspire, provoke, and ignite change. Such could be the essence of the book **Practice Computer Competency Test**, a literary masterpiece that delves deep into the significance of words and their impact on our lives. Published by a renowned author, this captivating work takes readers on a transformative journey, unraveling the secrets and potential behind every word. In this review, we will explore the book's key themes, examine its writing style, and analyze its overall effect on readers.

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In this digital age, the convenience of accessing information at our fingertips has become a necessity. Whether its research papers, eBooks, or user manuals, PDF files have become the preferred format for sharing and reading documents. However, the cost associated with purchasing PDF files can sometimes be a barrier for many individuals and organizations. Thankfully, there are numerous websites and platforms that allow users to download free PDF files legally. In this article, we will explore some of the best platforms to download free PDFs. One of the most popular platforms to download free PDF files is Project Gutenberg. This online library offers over 60,000 free eBooks that are in the public domain. From classic literature to historical documents, Project Gutenberg provides a wide range of PDF files that can be downloaded and enjoyed on various devices. The website is user-friendly and allows users to search for specific titles or browse through different categories. Another reliable platform for downloading Practice Computer Competency Test free PDF files is Open Library. With its vast collection of over 1 million eBooks, Open Library has something for every reader. The website offers a seamless experience by providing options to borrow or download PDF files. Users simply need to create a free account to access this treasure trove of knowledge. Open Library also allows users to contribute by uploading and sharing their own PDF files, making it a collaborative platform for book enthusiasts. For those interested in academic resources, there are websites dedicated to providing free PDFs of research papers and scientific articles. One such website is Academia.edu, which allows researchers and scholars to share their work with a global audience. Users can download PDF files of research papers, theses, and dissertations covering a wide range of subjects. Academia.edu also provides a platform for discussions and networking within the academic community. When it comes to downloading Practice Computer Competency Test free PDF files of magazines, brochures, and catalogs, Issuu is a popular choice. This digital publishing platform hosts a vast collection of publications from around the world. Users can search for specific titles or explore various categories and genres. Issuu offers a seamless reading experience with its user-friendly interface and allows users to download PDF files for offline reading. Apart from dedicated platforms, search engines also play a crucial role in finding free PDF files. Google, for instance, has an advanced search feature that allows users to filter results by file type. By specifying the file type as "PDF," users can find websites that offer free PDF downloads on a specific topic. While downloading Practice Computer Competency Test free PDF files is convenient, its important to note that copyright laws must be respected. Always ensure that the PDF files you download are

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