

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

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Table of Contents Practice Computer Competency Test

1. Understanding the eBook Practice Computer Competency Test
 - The Rise of Digital Reading Practice Computer Competency Test
 - Advantages of eBooks Over Traditional Books
2. Identifying Practice Computer Competency Test
 - Exploring Different Genres
 - Considering Fiction vs. Non-Fiction
 - Determining Your Reading Goals
3. Choosing the Right eBook Platform
 - Popular eBook Platforms
 - Features to Look for in an Practice Computer Competency Test
 - User-Friendly Interface
4. Exploring eBook Recommendations from Practice Computer Competency Test
 - Personalized Recommendations
 - Practice Computer Competency Test User Reviews and Ratings
 - Practice Computer Competency Test and Bestseller Lists
5. Accessing Practice Computer Competency Test Free and Paid eBooks
 - Practice Computer Competency Test Public Domain eBooks
 - Practice Computer Competency Test eBook Subscription Services
 - Practice Computer Competency Test Budget-Friendly Options

6. Navigating Practice Computer Competency Test eBook Formats
 - ePub, PDF, MOBI, and More
 - Practice Computer Competency Test Compatibility with Devices
 - Practice Computer Competency Test Enhanced eBook Features
7. Enhancing Your Reading Experience
 - Adjustable Fonts and Text Sizes of Practice Computer Competency Test
 - Highlighting and Note-Taking Practice Computer Competency Test
 - Interactive Elements Practice Computer Competency Test
8. Staying Engaged with Practice Computer Competency Test
 - Joining Online Reading Communities
 - Participating in Virtual Book Clubs
 - Following Authors and Publishers Practice Computer Competency Test
9. Balancing eBooks and Physical Books Practice Computer Competency Test
 - Benefits of a Digital Library
 - Creating a Diverse Reading Collection Practice Computer Competency Test
10. Overcoming Reading Challenges
 - Dealing with Digital Eye Strain
 - Minimizing Distractions
 - Managing Screen Time
11. Cultivating a Reading Routine Practice Computer Competency Test
 - Setting Reading Goals Practice Computer Competency Test
 - Carving Out Dedicated Reading Time
12. Sourcing Reliable Information of Practice Computer Competency Test
 - Fact-Checking eBook Content of Practice Computer Competency Test
 - Distinguishing Credible Sources
13. Promoting Lifelong Learning
 - Utilizing eBooks for Skill Development
 - Exploring Educational eBooks
14. Embracing eBook Trends
 - Integration of Multimedia Elements

- Interactive and Gamified eBooks

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