

[ETRA SKILLS COMPETENCY EXAM](#) > [CONTROL PANEL](#) > [EXAM INFORMATION](#)

Exam Information



Item



Folder



External Link



Course Link



Test



Select:

Learning Unit



1 **EXAM OVERVIEW**

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This three hour exam is made up of the following areas:

Exam Part 1: Basic computing concepts

Exam Part 2: Word processing

Exam Part 3: Microsoft PowerPoint

Exam Part 4: Microsoft Excel

Exam Part 5: Internet and web development skills

Please work at your own pace. All programs necessary to complete this exam are loaded onto the computer you are using. You may use any programs/applications on the computer or Internet during the exam.

EXAM SCORING

The online multiple choice test sections of the exam will be automatically graded after you submit the section. Your score will then be immediately displayed to you. The Hands-on application sections should be submitted on the floppy disk given to you; they will be scored following the exam. Scores will be mailed to you in one to two weeks after the test. To pass the exam, you must receive at least a 70% on each total section of the exam and a 70% overall.

Please note: You will only be permitted to take a section of this exam one time. Once you submit a multiple choice section of the test, it will no longer be available to you. When you are ready to submit the multiple choice sections of the exam, click the "Submit" button; do not click the "Save" button.

GETTING STARTED

1. Click on the "Competency Exam" action button at the left of this screen.

2. Click on the "Exam Part" that you would like to take first.

3. Click the section of the "Exam Part" that you would like to complete.

4. Follow all instructions provided within the section.



After you have submitted a section of the exam, you may navigate to other sections by first clicking on the "Competency Exam" button on the left side of the screen, then selecting the exam section you wish to complete.

OK

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Competency Exam

 Item  Folder  External Link  Course Link  Test  **Select:** Learning Unit

-  1 **Exam Part 1. Basic Computing Concepts** Modify Manage Copy Remove
-  2 **Exam Part 2. Word Processing** Modify Manage Copy Remove
-  3 **Exam Part 3. Microsoft PowerPoint** Modify Manage Copy Remove
-  4 **Exam Part 4. Microsoft Excel** Modify Manage Copy Remove
-  5 **Exam Part 5. Internet and Web Development Skills** Modify Manage Copy Remove

OK

[ETRA SKILLS COMPETENCY EXAM](#) > [CONTROL PANEL](#) > [COMPETENCY EXAM](#) > [EXAM PART 1. BASIC COMPUTING CONCEPTS](#) > [PREVIEW ASSESSMENT: BASIC COMPUTING CONCEPTS](#)

Preview Assessment: Basic Computing Concepts

Name Basic Computing Concepts

Instructions Please select the option(s) that best answer the questions. If a question contains more than one correct answer, select all of the answers that apply. **When finished use the "Submit" button. Do not select "Save."**

Multiple Attempts Not allowed. This Test can only be taken once.

Force Completion This Test must be completed now.

▼ Question Completion Status:

Question 1 **1 points** [Save](#)

Which of the following are input devices?

- URL
- Monitor
- Hard Drive
- Keyboard
- Printer

Question 2 **1 points** [Save](#)

An example of an operating system is

- The World Wide Web
- Microsoft Office
- Windows XP
- America Online

Question 3 **1 points** [Save](#)

The CPU can be likened to the "brain" of the computing system.

- True
- False

Question 4 **4 points** [Save](#)

Match the Storage Device to its approximate storage size.

- | | |
|--|---------------|
| - <input type="checkbox"/> Floppy Disk | A. 100-250 MB |
| - <input type="checkbox"/> Hard Disk | B. 1-2 MB |
| - <input type="checkbox"/> CD-Rom | C. 20 GB |
| - <input type="checkbox"/> Zip Disk | D. 650 MB |

**Question 5****1 points**[Save](#)

Text or objects that are cut or copied are stored on the

- Blackboard
- Clipboard
- White Board
- Bulletin Board

Question 6**1 points**[Save](#)

The keyboard shortcut to saving a file is

- CTRL + O
- ALT + O
- CTRL + S
- ALT + S

Question 7**1 points**[Save](#)

To get a simple explanation of a toolbar button

- click the button
- right click the button
- move your cursor over the button and wait a second
- select Buttons from the help menu

Question 8**1 points**[Save](#)

A computer system's memory is

- RAM
- BIOS
- CD-ROM
- SCRAM

Question 9**1 points**[Save](#)

To select multiple files hold down the _____ key(s).

- Alt
- F12
- Shift
- Function

**Question 10****1 points**

The _____ view in the Open Files dialog box displays the file size, type and date.

- List
- Details
- SetUp
- Preview

[ETRA SKILLS COMPETENCY EXAM](#) > [CONTROL PANEL](#) > [COMPETENCY EXAM](#) > [EXAM PART 2. WORD PROCESSING](#) > PREVIEW ASSESSMENT: WORD PROCESSING CONCEPTS



Preview Assessment: Word Processing Concepts

Name Word Processing Concepts

Instructions Please select the option(s) that best answer the questions. If a question contains more than one correct answer, select all of the answers that apply. **When finished use the "Submit" button. Do not select "Save."**

Multiple Attempts Not allowed. This Test can only be taken once.

Force Completion This Test must be completed now.

▼ Question Completion Status:

Question 1

1 points

[Save](#)

If you want to change your paper size from letter to legal size, which of the following would you use?

- Page Set-up
- Print Layout
- Styles and Formatting
- Templates and Add-ins

Question 2

1 points

[Save](#)

Which of the following options are not available when checking for misspellings in a document?

- Ignore All
- Add
- AutoCorrect
- Replace

Question 3

1 points

[Save](#)

Which formatting feature would allow you to select the color of the text in your document?

- Background
- Bullets and Numbering
- Columns
- Font

Question 4

1 points

[Save](#)

Which of the following format options would you use to change the case of "chicago, illinois" to appear appropriately as "Chicago, Illinois".

Sentence Case

-
- Upper Case
- Toggle Case
- Title Case

Question 5**1 points**[Save](#)

Field Trip Budget

Buses	\$ 145.00
Children's Admission Fees	367.00
Chaperone Admission Fees	36.00

What sequence was used to format the budget that is shown above?

- Left tab followed by a decimal tab
- Right tab followed by a space bar
- Left tab followed by a center tab
- Space bar

[Save](#)[Submit](#)

 **Application Section**

Item



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Test



Select:

Learning Unit

**1 Application Overview**[Modify](#) [Manage](#) [Copy](#) [Remove](#)

The role of a teacher in today's elementary and secondary schools demands (among many things) that you correspond with many members of your school community – students, parents, others.

In this application you will write a form letter (main document) for use in a mail merge. Create a database table (data source) and produce the merged documents. Follow all four steps to complete the application.

You may complete this application manually, or by using Word's Mail Merge Wizard.

**2 Step 1: Creating the Form Letter (main document)**[Modify](#) [Manage](#) [Copy](#) [Remove](#)

Immediately following the directions and specifications is the text for the form letter. You may copy and paste into a new Word document. This will save you from rekeying the letter.

Use these specifications for creating the form letter and saving it for submission.

1. Set page margins to 1" on all sides.
2. Set header and footer to 0.6" from edge.
3. Use the Times New Roman font, regular, size 12.
4. Set paragraph spacing to 1.5 line spacing.
5. Use today's date and have it automatically update.
6. Create a header for the document. Use your school's name for the header. Use Arial and size 16 and bold for the title. Center the text.
7. Put the list of the three teams in a centered table that contains two rows, and three columns. Column widths should be equal and closely wrapped about the text.
8. Put the team names in the upper cells. Boldface the team names. Put the names of team members in the row cell directly below appropriate team name.
9. Save the document to your disk as team_announce_z#.doc. The z# in the name refers to your full z-number. This is required so that your application materials are easily identifiable. E.g. team_announce_z200001.doc

October 16, 2003

[Parent]
[Address]
[City], [State] [Zip]

Dear [Parent],

Our class will be competing in its seventh annual science fair this fall. As you may or may not be aware, the students in our class work in teams as they design, produce, and present their projects. The students have been very good about waiting for this year's teams to be announced, and I am happy to provide you with that breakdown.

TEAM 1
Kevin Smith
Tim Jackson

TEAM 2
Leslie Brown
Cindi Stuckey

TEAM 3
Neil Thornton
Steven Harding

Your student should make contact with his or her partner to select a topic for their project and start brainstorming some initial ideas. I will be sending more information home soon, but wanted to get this information out as quickly as possible. I look forward to seeing you soon!

[Your Name]

Washington Elementary School



3 **Step 2: Creating the Mail Merge Database Table**

Use the information listed below for the following three students to create a database table for the form letters. Save the file as Address Database Table_z#.doc. Remember z# = your Z-number. Save this document to your disk.

You may cut and paste the text that is provided below.

Student's Name: Kevin Smith
Parent: Mr. Glen Smith
Address: 412 Main Street
City: Geneva
State: IL
Zip: 60134

Student's Name: Leslie Brown
Parent: Ms. Alicia Brown

[Modify](#) [Manage](#) [Copy](#) [Remove](#)

Street: 12 Seaside Lane
City: St. Charles
State: IL
Zip: 60134

Student's Name: Tim Jackson
Parent: Mrs. Anita Jackson
Street: 45 Parkside Avenue
City: River Grove
State: IL
Zip: 60171



4 **Step 3: Modifying the main document to make it compatible with the data source.**

Modify the main document to make it compatible with the data source by replacing text with merge fields.

[Modify](#) [Manage](#) [Copy](#) [Remove](#)

Parent
Address
City
State
Zip



5 **Step 4: Creating the Form Letters**

You will create two form letters for the first two students listed in your database table. Follow the directions outlined below:

[Modify](#) [Manage](#) [Copy](#) [Remove](#)

1. Open the form letter **team_announce_z#.doc** that you created.
2. Using the **Address Database Table_z#.doc** document as your data source, create two form letters.
3. Save the merged letters in a separate file using the file name **merged_letters_z#.doc**.
4. Save the file to your disk.

OK

[ETRA SKILLS COMPETENCY EXAM](#) > [CONTROL PANEL](#) > [COMPETENCY EXAM](#) > [EXAM PART 3. MICROSOFT POWERPOINT](#) > PREVIEW ASSESSMENT: POWERPOINT CONCEPTS

Preview Assessment: PowerPoint Concepts

Name PowerPoint Concepts

Instructions Please select the option(s) that best answer the questions. If a question contains more than one correct answer, select all of the answers that apply. **When finished use the "Submit" button. Do not select "Save."**

Multiple Attempts Not allowed. This Test can only be taken once.

Force Completion This Test must be completed now.

▼ Question Completion Status:

Question 1 **1 points** [Save](#)

Adding sounds to all slides at once can only be accomplished using the *Slide Transition* option in the *Slide Show* menu.

- True
 False

Question 2 **1 points** [Save](#)

The footer options allow for the title slide footer to be different from the footers in the rest of the presentation.

- True
 False

Question 3 **1 points** [Save](#)

Aligning objects on a slide can be accomplished by:

- Putting them edge-to-edge. The objects will attach to one another automatically, one after the next.
- Using the *Link Objects* option in the *Format* menu after clicking and dragging with the left mouse button to select all of the objects.
- Using one of the selections (for example, *Align Top*) from the *Align or Distribute* option in the *Draw* menu.
- Using the *Lock* option in the *Tools* menu, then dragging the objects into alignment.

Question 4 **1 points** [Save](#)

The *Background* option in the *Format* menu can be used to insert which of the following into the background of slides?

- Color gradients
- Textures
- Pictures
- Any of the above

**Question 5****1 points**

Using the *Custom Shows* option in the *Slide Show* menu controls:

- The selection of certain sets of slides out of the entire presentation file to be shown as a unique presentation.
- The use of different audio files in the playback of your presentation.
- Settings that help when displaying the presentation on different types of equipment at various times.
- The *Master Slide* settings for each slide in the presentation.

 **PowerPoint Application Section**

Item



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External Link



Course Link



Test



Select:

Learning Unit

**1 Exercise Requirements - Microsoft PowerPoint**[Modify](#)[Manage](#)[Copy](#)[Remove](#)[nuclear_energy](#) (53.818 Kb)[nuclear.GIF](#) (5.174 Kb)[volcano.GIF](#) (5.145 Kb)[volcano](#) (5.992 Kb)

The science fair for your seventh grade class is coming up quickly! The students have been assigned a room where they will display their projects, and you decide to provide a number of ways for parents and guests to find the projects of interest to them. Part of that effort is the construction of a PowerPoint presentation that will act as a directory on a computer in the hallway. Use the specifications provided below to create the first three slides of this presentation.

1. Open a new presentation.
2. Apply a design of your choice.
3. Add one title (welcome) slide.
4. The title font should be changed on both the Slide Master and Title Master to Comic Sans.
5. Add two directory slides for the two teams listed below.
6. In each of the slides, place the team number in the title box of the slide and place the team information in the body of the slide with no bullets.

TEAM 1
Room 201
Volcanoes
Kevin Smith
Tim Jackson

TEAM 2
Room 202
Nuclear Energy
Leslie Brown
Cyndi Stuckey

7. Add the relevant graphic images (volcano.GIF and nuclear.GIF) to the two directory slides. Graphic files can be downloaded from the list above.
8. The presentation should include slide transitions between all slides.
9. The presentation should include animation or build on all slides.
10. Add a hyperlink that links the last slide of the presentation to the title slide.
11. Save the presentation as ScienceFair_z#.ppt to your disk.

OK

[ETRA SKILLS COMPETENCY EXAM](#) > [CONTROL PANEL](#) > [COMPETENCY EXAM](#) > [EXAM PART 4. MICROSOFT EXCEL](#) > PREVIEW ASSESSMENT: SPREADSHEET CONCEPTS

Preview Assessment: Spreadsheet Concepts

Name Spreadsheet Concepts

Instructions Please select the option(s) that best answer the questions. If a question contains more than one correct answer, select all of the answers that apply. **When finished use the "Submit" button. Do not select "Save".**

Multiple Attempts Not allowed. This Test can only be taken once.

Force Completion This Test must be completed now.

▼ Question Completion Status:

Question 1 **1 points** [Save](#)

Charts are automatically linked to the data from which they were created.

- True
 False

Question 2 **1 points** [Save](#)

In Excel, the active cell has a heavy border around it.

- True
 False

Question 3 **1 points** [Save](#)

Excel allows you to copy cell contents to adjacent cells by using the

- Preview Handle
 Fill Handle
 Copy Handle
 Move Handle

Question 4 **1 points** [Save](#)

Which feature would you use to keep others from being able to modify cells in an Excel spreadsheet?

- Protection> Protect Workbook
 Protection> Protect Sheet
 Properties> Read Only
 Window> Freeze Panes

Question 5 **1 points** [Save](#)

Which feature would you use to hold the top row in place while scrolling through a

very long spreadsheet?

- Arrange
- Freeze Panes
- Control + Home
- Text to Columns

Save

Submit

 **Application Section**

Item



Folder



External Link



Course Link



Test



Select:

Learning Unit

**1** **Exercise Requirements - Microsoft Excel**
[student_grades.xls](#) (13.5 Kb)[Modify](#)[Manage](#)[Copy](#)[Remove](#)

The science fair for your seventh grade class has concluded, and you have assigned grades to the projects for the students in the class. Edit your science class grade sheet with the following specifications.

First, download the Excel file [student_grades.xls](#) from the link above. After clicking on the link, use the Save option rather than the Open option in order to work in Excel with this file.

1. Set Row 1 as a merged, centered cell with "Seventh Grade Science – 1st Period" as the heading. The text should be 14-point and boldfaced.
2. Row 2 should consist of a merged, centered cell with your name as the only contents. The text should be 14-point normal type. Turn on the bottom border of the merged cell with a solid line of the default width.
3. Row 3 should be blank.
4. Edit Row 4 so that the column header text is centered in the cells and appears as bold. Wrap the text in the cells.
5. Align the text in columns c through k as centered.
6. In column J, create a formula for each student to total their points.
7. Assuming each Quiz was worth 10 points, and that each test and the final science project were worth 100, construct a formula for the cells in column k that will automatically calculate the term grade for each student. The final grade should be a whole number - no decimal places.
8. Shade the Term Grade column (with any shading you feel is appropriate that allows the text to remain very readable.)
9. Insert your name and the file date into the footer of the document.
10. Save the file to your disk as [student_grades_z#.xls](#).

OK

[ETRA SKILLS COMPETENCY EXAM](#) > [CONTROL PANEL](#) > [COMPETENCY EXAM](#) > [EXAM PART 5. INTERNET AND WEB DEVELOPMENT SKILLS](#) > PREVIEW ASSESSMENT: INTERNET CONCEPTS

Preview Assessment: Internet Concepts

Name Internet Concepts

Instructions Please select the option(s) that best match the terms and phrases in the questions column.
When finished use the "Submit" button. Do not select "Save."

Multiple Attempts Not allowed. This Test can only be taken once.

Force Completion This Test must be completed now.

▼ Question Completion Status:

Question 1

10 points

[Save](#)

Please match the item from the Questions column with the best match from the Answer Column.

- | | |
|---|---------------------------------|
| <input type="checkbox"/> Browser | A. Web address |
| <input type="checkbox"/> "middle grades science" and "lesson plans" | B. Internet Service Provider |
| <input type="checkbox"/> .gov, .com, .edu | C. Uniform Resource Locator |
| <input type="checkbox"/> URL | D. Boolean Search Strategy |
| <input type="checkbox"/> http | E. Internet Explorer |
| <input type="checkbox"/> FTP | F. Universal Reform Language |
| <input type="checkbox"/> Search Engine | G. File Transfer Protocol |
| <input type="checkbox"/> HTML | H. Hypertext Toggling Procedure |
| <input type="checkbox"/> ISP | I. Internet Domains |
| <input type="checkbox"/> name@isp.domain | J. Hypertext Markup Language |
| | K. Email address |
| | L. Internet Support Protocol |
| | M. Hop to More Links |
| | N. Files to Post |
| | O. Hypertext Transfer Protocol |
| | P. Google |

[Save](#)

[Submit](#)

Web Page Development Application



Item



Folder



External Link



Course Link



Test



Select:

Learning Unit



1 Web Page Creation

[apple_books.gif](#) (4.124 Kb)

This application involves creation of a simple two-page web site for your classroom. You may create these two linked pages using any software available on the computer (e.g. Dreamweaver Mozilla Composer, MS Word, NotePad, etc.)

[Modify](#)[Manage](#)[Copy](#)[Remove](#)

Follow these steps as you create the web site:

1. Create a blank main page and save it as home_z#.html.
2. Type the title as
[Your Name] Classroom Web Site
3. Enlarge the font. Bold and center it on the page.
4. Copy and paste the following text as the introduction to your website. The text should be centered under the title.

This website is available for students and families to extend our classroom activities. Access to resources and homework help are also available. I hope you find what I have prepared helpful. I look forward to a rewarding and successful school year.

5. Insert the graphic titled apple_books.gif (listed above). It should be centered under the Introduction. Image file is available above for downloading.
6. Create a hyperlink to the resources_z# page (to be created).
7. At the very bottom of the page, insert your contact information and provide a live link to your email address.
8. Create a blank second page and save it is resources_z#.html.
9. At the top of the Resources page, type the word Resources and underline.
10. Beneath the word Resources, create the following bulleted list with live hyperlinks to these active websites.
 - o Google – www.google.com
 - o Puzzlemaker – www.puzzlemaker.com
 - o Disney's Family Site – www.family.com
11. Create a link back to the home_z#.html page.
12. Save both pages (i.e., Home_z#.html and Resources_z#.html) to your disk,. It is also necessary for you to submit the graphics file.

[OK](#)

ETRA COMPUTER COMPETENCY EXAM

Scoring Sheet

Examinee's Name _____

Exam Date _____

Z # _____

Exam Part	Score
Basic Computing Concepts (10 points)	of 13
Word processing Concepts (5 points)	
Word Processing Application (20 points) Step 1 and Step 3 (15 points) Margins 1" _____ Font type 12 _____ Font Size TNR _____ Single Paragraph Spacing _____ Today's Date _____ Header _____ Header font (Arial) _____ Header size (16pt) _____ Header/Footer Margin (0.5") _____ Header Placement _____ 2x3 Table _____ Centered Table _____ Text Placement _____ Bold Text (upper cells) _____ 6 Merge Fields Entered _____ Step 2 (3 points) Database Table Created _____ Six Fields for each entry _____ Data Table Submitted _____ Step 4 (2 points) Merge Successful _____ 2 Letters submitted _____	
Word Section Total	of 25
PowerPoint Concepts (5 points)	
PowerPoint Application (20 points) New Presentation _____ Apply design _____ Welcome Slide _____ Title font in Comic Sans _____ Slide Master Font in Comic Sans _____ Directory Slide Team 1 (2 pts) _____ * Directory Slide Team 2 (2 pts) _____ * Text Placement _____ No bullets _____ Images added _____ Transitions (2 pts) _____ * Animation or Build (2 pts) _____ * Hyperlink added (2 pts) _____ * Presentation Saved _____ Presentation Submitted _____	
PowerPoint Section Total	of 25



ETRA COMPUTER COMPETENCY EXAM
Scoring Sheet

Internet Concepts (10 points)	
Web Page Development (20 points) Main page created _____ Title added _____ Title enlarged, bold and centered _____ Introductory paragraph inserted _____ Introductory paragraph centered _____ Graphic placed _____ Graphic centered _____ Resources link _____ Contact information _____ Mailto Link (2 pts) _____* Resources page created _____ Title inserted _____ Title text underlined _____ Bulleted list (2 pts) _____* Links active (2 pts) _____* Home Link _____ Saved and submitted _____	
Internet Section Total:	of 30
Excel Concepts (5 points)	
Excel Application (20 points) Download File _____ Rows 1 and 2 merged, centered (2 pts) _____* Row 1 text 14 pt bold _____ Row 2 text 14 pt _____ Row 2 bottom border _____ Row 4 column headers bold _____ Row 4 column Headers centered _____ Row 4 text wrapped _____ Column text aligned center (C-J) _____ Total points formula (2 pts) _____* Term average formula (3 pts) _____** Numbers presented as whole _____ Term Grade column shade _____ Footer (2 pts) _____* Saved and Submitted _____	
Excel Section	of 25
Exam Total	of 118

Comments:

Scorer's Recommendation:

_____ Waiver of ETT 229

_____ Enrollment in ETT 229

Scorer: _____

Date _____

