

Basic Computer Skills

This assessment is a tool to assist us in gauging your basic skills and aptitude using Microsoft Windows and Microsoft Office.

There is no scoring system against this test – you will not “pass” or “fail”.

You may take as long as you require to complete the assessment.

- Part 1 has multiple answers for each question. Please circle your answer in each question. If you do not know the answer for a particular question, please do not guess the answer, just leave the question unanswered.
 - Part 2 is a practical test that will be observed. You may ask for assistance if you are unsure how to complete a task.
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Part 1 – Multiple Choice

1. How do you open a program such as Microsoft Word when there are no icons on the desktop?
 - A) Right-click to show all the desktop icons
 - B) Restart the computer
 - C) It is not possible to open a program without desktop icons
 - D) Click “Start” and select the program from the menu
2. Which of the following is NOT a valid alignment option in Microsoft Word?
 - A) Centre
 - B) Justified
 - C) Decimal
3. If you want to save a new copy of a document, which option would be best?
 - A) View → Track Changes
 - B) File → Save As
 - C) File → Save
4. Which of the following are examples of Graph Objects?

Basic Computer Skills Test

Sebastian Brünink

A red circular graphic with a gradient, appearing as a stylized arrow or a partial circle, located to the right of the name bar.

Basic Computer Skills Test:

GED Test For Dummies Murray Shukyn, Dale E. Shuttleworth, Achim K. Krull, 2014-09-02 Presents subject review full length practice tests with answer explanations and test taking strategies to help readers prepare for and score higher on the high school equivalency test [GED Test 2022 / 2023 For Dummies with Online Practice](#) Tim Collins, 2022-01-05 Everything you need to succeed on the GED Test plus a bonus mobile app for on the go study and practice Prepare to do your best on the GED Test Get the review and practice materials you need to take and slay the exam with confidence GED Test 2022 2023 For Dummies with Online Practice provides an in depth overview and deep content review for all test sections You ll be able to answer GED practice questions for each subject area plus you ll have access to two complete practice exams in the book and in the companion mobile app Get ready to succeed on test day and get on your way to achieving your goals with this GED study guide that shares test taking strategies for all the subjects covered on the exam You ll find clear information for hands on learning GED Test 2022 2023 For Dummies with Online Practice supports you in meeting your goals This easy to use guide can help you get a higher score and earn your GED Improve grammar and punctuation skills Get comfortable with the types of reading passages on the test Gain confidence in solving math and science problems Study for Mathematical Reasoning Social Studies Science and Reasoning Through Language Arts questions The book also connects you to the GED Test 2022 2023 For Dummies with Online Practice mobile app with two practice tests Whether you re using the app or the book you ll have GED practice for passing the four subject exams which cover Math Language Arts Science and Social Studies [GED Test Prep 2025/2026 For Dummies](#) Tim Collins, 2024-12-24 Nail the GED exam and start the next chapter of your life A GED credential can open doors help you get into college and improve your job prospects GED Test Prep 2025 2026 For Dummies is the trusted study guide full of all the info you ll need to succeed on this important high school equivalency exam Inside you ll find study plans overviews of each section on the test and insider tips Polish your grammar skills beat the odds in math and dive into science and social studies Then skill up with three practice tests online giving you plenty of opportunity to practice what you ve learned Review all GED content and get study plans for your unique learning style Improve your score from Equivalency to College Ready to College Credit Learn to overcome nerves and take the GED with confidence GED Test Prep 2025 2026 For Dummies is for the thousands of people who take the GED exam each year Just considering the GED Start here as you learn more about it and prepare to launch your future [GED Test Prep 2023 / 2024 For Dummies](#) Tim Collins, 2022-12-28 Your secret weapon to succeeding on the GED test the first time around Congratulations on committing to your education You ve studied hard and made it a long way All that stands in your way now is the GED test We know you can do it You know you can do it It s just a matter of studying hard studying smart and getting in the right mindset to conquer the test once and for all In GED Test 2023 2024 For Dummies you ll find all the content review and practice you need to perfect your grammar and punctuation take the fear out of math and science and master

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Detailed guidelines for creating and choosing reliable tests of technology literacy for various grades as well as case studies and best practices at the site district and state levels School Library Journal *GED Test For Dummies, Quick Prep* Murray Shukyn,Dale E. Shuttleworth,Achim K. Krull,2014-03-17 Want to take the GED test but don t know if you re ready This is the perfect resource for you Get the basics to gauge how far you ve progressed in your test preparation and review practice questions to hone your skills further This great hands on study guide will also help you become familiar with the ins and outs of the test format to make sure there are no surprises on the day of your GED test Amazon com **OECD Skills Studies**

Adults, Computers and Problem Solving What's the Problem? OECD,2015-06-23 The report provides an in depth analysis of the results from the Survey of Adult Skills related to problem solving in technology rich environments along with measures concerning the use of ICT and problem solving **Library of Congress Subject Headings** Library of Congress,2004

Go-Live: Smart Strategies from Davies Award-Winning EHR Implementations Margaret Schulte, DBA, FACHE, CPHIMS, Editor,2011-05-06 Library of Congress Subject Headings Library of Congress. Cataloging Policy and Support Office,2006

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matter what I do the damn thing just says error Immo 37.5, I have put the stock switch ... is it possible to by-pass the engine immobilizer system Aug 14, 2008 — With this confirmed a new coded key can be issued. It would seem that Ducati could provide a key once the ownership of the bike is confirmed by ... How to program the Ducati immobilizer - YouTube Insight into this stupid immobilizer.... Aug 19, 2020 — I dont really want to have to go into heavy mods just to bypass it, would prefer not to have to get a new dash and whatnot to get the code. [Hudson Law of Finance (Classic Series)] [Author: Alastair ... The Law of Finance aims, for the first time in a single volume, to account for the whole of international finance as understood in English law. Hudson Law of Finance (Classic Series) by Alastair ... The Law of Finance aims, for the first time in a single volume, to account for the whole of international finance as understood in English law. Hudson Law of Finance - Softcover Hudson Law of Finance (Classic Series). Hudson, Professor Alastair. Published by Sweet & Maxwell (2013). ISBN 10: 0414027647 ISBN 13: 9780414027640. New ... Hudson Law of Finance (Classic Series) ... Hudson Law of Finance (Classic Series), Hudson 9780414027640 Free Shipping.. ; Condition. Brand New ; Quantity. 2 available ; Item Number. 333654216822 ; Format. Professor Alastair Hudson Professor Alastair Hudson. Alastair Hudson. Areas of interest. Finance and ... The Law of Finance "Classics Series", 2nd ed, Sweet & Maxwell, 2013, 1,452pp ... The Law of Finance book by Alastair Hudson The Law of Finance · Book Overview · You Might Also Enjoy · Customer Reviews · Based on Your Recent Browsing. the law of finance - Alastair Hudson's Nov 1, 2009 — 6.2.6 Finance law. • Alastair Hudson, The Law of Finance, Ch.32. 6.2.7 Some classic good reads about financial markets (and other things). Chronological List of Principal Publications - Alastair Hudson's The Law of Finance; Sweet & Maxwell "Classics Series", 1st edition, 2009, 1,428pp. 5. Equity & Trusts, 6th edition, Routledge-Cavendish, 2009, 1,215 pp. 6. Hudson Law of Finance (Classic Series) by Alastair ... Author:Alastair Hudson. Book Binding:Paperback / softback. Hudson Law of Finance (Classic Series). World of Books Ltd was founded in 2005, recycling books ... Alastair Hudson The Law of Finance; 2nd edition, Sweet & Maxwell ... Towards a just society: law, Labour and legal aid; ("Citizenship & Law Series"), Pinter, 1999, 270pp ...