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IC3 GS5 (Office 2016) Exam Tutorial

Computing Fundamentals - Console 8

IC3 GS5 Computing Fundamentals (Office 2016)
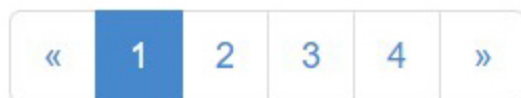
To minimize errors and confusion during the test, please read the following notes and instructions carefully.

This IC3 GS5 Computing Fundamentals (Office 2016) exam has:

- 50 items

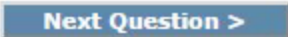- a maximum allowed time of 50 minutes.

The following pages provide additional notes and instructions related to test functionality. *It is critical that you carefully read these instructions before beginning the exam*. Time spent reviewing these pages does not count against the total time allotted for completion of the test.

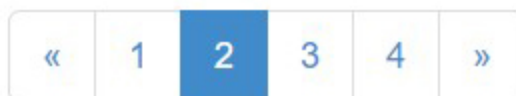Proceed to the next page to continue the tutorial.

Test Interface and Controls

After completing this series of information screens, the testing software will launch the test. During the test you will see the test interface (containing the test questions) and test controls across the bottom of the screen. Each of the test controls and their functions are described below.

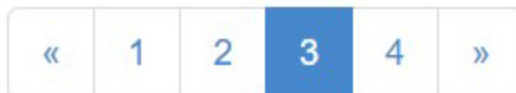|	
15/60	The Counter on the bottom right tracks how many questions you have completed and how many remain.
0:49:32	The Timer starts when the first question appears on your screen. The Timer displays the remaining exam time. *Note*: transition time between questions is not counted against total allotted exam time.
☐ **Mark for Review**	Select the Mark for Review check box to return to an item at the end of the test. The item will be marked in the review screen that appears at the end of the test.
A A **A**	By clicking the Zoom icon enables you to increase or decrease font size of the question text.
Reset Question	The Reset button enables you to restart work on a question if you think you have made an error. *Note*: the Reset button will not restart the entire exam nor extend the total allotted exam time.
< Previous Question	Click the Previous Question button to return to the previous question.
Next Question >	Click the Next Question button to move to the next question in the exam.
Menu	Click the Menu button to go to the review screen.

Proceed to the next page to continue the tutorial.

Review Screen Interface and Controls

After completing all the test questions you will be presented with the Review Screen. Here you will see a list of all the questions in the exam and their status. The icons below will explain the status of each individual question. As long as you have some time left on your timer, you may feel free to revisit any question you saw during the exam and submit a new answer.

◆	This icon shows questions that you have marked for review.
Return to question	Click the "Return to question" link to load the particular question you are interested in.
(**Click here to exit the exam**)	Click the "Click here to exit the exam" button to finish the exam and upload your results.

Warning: If you navigate back to a simulation task from the Review screen or by clicking the Previous button, **all work on that task will be lost**. You must **perform the correct steps again** to score a point.

Proceed to the next page to continue the tutorial.

Test-Taking Tips

Simulation

Some items in this exam use a *simulation* of IC3 GS5 Computing Fundamentals (Office 2016). Consequently, functionality which is not directly relevant to the completion of a question may not be available. In particular, please note the following:

- If one of the supported methods of completion (menu, toolbar and mouse right-click) does not provide the anticipated result, try another of the supported methods.

- The program window cannot be resized.

- The Undo/Redo commands and keyboard navigation within documents are not available. (For example, ARROW keys, PAGEUP, and PAGEDOWN keys.)

- Fonts may appear somewhat different.

Follow Instructions

Follow all instructions provided in each question completely and accurately.

Entering Information

Enter requested information as it appears in the instructions without duplicating the format. For example, all text and values that you will be asked to enter will appear with **bold** text formatting, however, you should enter the information without applying these formats unless you are specifically instructed to do otherwise.

Printing

For questions that ask you to print a document, spreadsheet, chart, report, slide, etc., please note that nothing will actually be printed.

Scoring

For performance items, scoring is based on a combination of the end result of your work and, where specified, the method used, but not the time taken to complete questions or the exam. Extra keystrokes or mouse clicks will not count against your score. Tasks that are not dependent upon other tasks within a question may be completed in any sequence.

Exam Time

The exam timer works against the time spent answering the questions and does not count the time required by the computer between questions.

Warning: If you navigate back to a simulation task from the Review screen or by clicking the Previous button, **all work on that task will be lost**. You must **perform the correct steps again** to score a point.

Click Begin Exam to begin the test.