



Computer Applications Tests

Windows® Test

The OPAC Windows® Test measures ability to navigate in and customize the most popular Microsoft operating systems.

Editing/Formatting from a Rough Draft

This test measures the test taker's ability to perform the following functions while using a word processing application:

- ◆ Bold
- ◆ Copy
- ◆ Spell Check
- ◆ Insert
- ◆ Delete
- ◆ Hard Return
- ◆ Move
- ◆ Print
- ◆ Block Indent
- ◆ Center
- ◆ Underline
- ◆ Hard Page Break

Advanced Editing/Formatting from Rough Draft

This test measures the test taker's ability to perform the following advanced functions in a specific word processing application:

- ◆ Decimal Tab
- ◆ Superscript
- ◆ Double Underline
- ◆ Hard Page Break
- ◆ Spell Check
- ◆ Left Justified Tab
- ◆ Headers/Footers
- ◆ Pagination
- ◆ Subscript
- ◆ Right Justified Tab
- ◆ Global Search/Replace

Intermediate Word

This test measures on intermediate skill level of Microsoft® Word, including, but not limited to, the following operations:

- ◆ Tables
- ◆ Footnotes
- ◆ Sections
- ◆ AutoComplete
- ◆ Bullets/Numbers
- ◆ Borders
- ◆ Unique Headers
- ◆ Symbols/Pictures

Spreadsheet

This test measures the test taker's ability to perform the following functions in a specific spreadsheet:

- ◆ Edit
- ◆ Delete
- ◆ Formulas
- ◆ Print
- ◆ Insert
- ◆ Save

Intermediate Excel

This test assesses an intermediate skill level of Microsoft® Excel including, but not limited to, the following:

- ◆ Sorting
- ◆ Renaming Worksheets
- ◆ Adding a Header
- ◆ Inserting Comments
- ◆ Unhide Rows
- ◆ Creating Charts
- ◆ Creating/Moving Worksheets

Database

This test measures the test takers ability to access a specific database file and to perform the following operations:

- ◆ Open
- ◆ Table Design
- ◆ Append
- ◆ Delete
- ◆ Sort
- ◆ Edit
- ◆ Save
- ◆ Print

PowerPoint

This test measures the test taker's ability to perform the following functions in Microsoft® PowerPoint presentation software including, but not limited to, the following operations:

- ◆ Create New Presentations
- ◆ Modify, Transition, and Animation
- ◆ Add Hyperlinks
- ◆ Insert and Modify Graphics
- ◆ Change Background
- ◆ Add Speaker's Notes