



Test Simulation Answers

Section 1:


1. D According to Fair Use Guidelines, permission must be sought before educators can use materials for commercial reproduction and distribution.

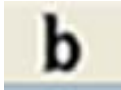
2. Click on column A (Venus transit) to highlight A1- A11 and click  to sort ascending

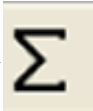
3. Click  to filter. For field (year of transit), for comparison (greater than or equal to), 1999 → click filter

4. Click  to attach file. Then click Calendar.xls (file to be attached) → click attach


5. D [Option A: you should never offer others' information, B: Copying another's work is never ethical, C: Making up fictional information is not ethical.]


6. Click  to filter. For field (pounds 2001), for comparison (greater than) 500000 AND for field (pounds 2002), for comparison (greater than) 500000 →click filter


7. Highlight "It's fall festival time" since that is what you want to edit → click  shortcut for bold


8. Highlight D2 – D6 and click  for autosum. The answer will appear in D7.


Section 2

1. Click  to filter. For field (month), for comparison (contains or is equal to), Mar or for field (month), for comparison (contains or is equal to), Aug → click filter

2. Highlight mean column, then click  to sort ascending

3. Click  to minimize document 1

4. Highlight mean column, click  for pie chart

5. Click on Raleigh weather, click  to center align

6. Highlight Raleigh weather, click ▾ to 24. To make changes to text, you have to highlight it first.



7. Click to filter, category is equal to pickup truck → filter. The only piece of information is pickup truck, which is in the category field.

8. public domain software because it mentions being available for anyone at no charge. Shareware can be used for a trial period after which you make a donation to continue using it.

Section 3

1. In To: box, type treedoctor@nctrees.com, hit to send message



2. Click to filter. Chestnut is yes (checked) and longleaf is yes (checked) → click filter

3. Tools → check spelling. For dominant, click change and for propagate, click change → click ok to finish spell check

4. Highlight The American Chestnut; click (or edit → copy)

Click to minimize document 1

Click at beginning of line at the top of document 2 and hit enter to make an empty line

Move cursor to top empty line, click (or edit → paste)

5. D email. Email allows you to contact multiple persons or organizations with one letter (easy). Plus once you have an Internet Service Provider such as AOL, Earthlink, it doesn't cost to send email.



6. Click to filter, network is equal to Fox → Filter

7. C Egyptian and mathematics because you are researching the Egyptian numbering system so those are the best key words to search by.

8. D Spreadsheets make charts . Word processing is best for typing text and making brochures. A database is used to organize information around a theme or topic. Multimedia refers to anything with sound, images and text.