

**HOW TO TEST OUT OF THE FIVE MODULES**

**MODULE 1: OPERATING SYSTEMS (OS)- WINDOWS 95/98 AND MACINTOSH OS 9**

**You will need:**

- Two 3 1/2" high-density (HD) floppy disks

**What we will ask you to do:**

- Boot up a dual-OS (Mac and Windows) computer
- Launch *Windows 95/98*
- Format a floppy disk under *Windows 95/98*
- Create a folder on your floppy disk
- Locate a specified file on the hard
- Launch a specified program on your hard drive and use it to create a small file
- Describe how to resize windows, how to delete a file, and explain the use of the taskbar
- Save this file with a specified name in the folder on your floppy
- Eject the floppy under *Windows 95/98*

**AND**

- Return from *Windows 95/98* to the Macintosh operating system (OS)
- Format a disk under *Mac OS 9*
- Create a folder on your floppy
- Locate a specified file on the hard drive
- Launch a specified program on your hard drive and use it to create a small file
- Explain how to restart the computer and how to copy a file from a disk to another disk
- Save this file with a specified name in the folder on your floppy
- Eject the floppy under *Mac OS 9*
- Correctly shut down the computer

**MODULE 2: WORLD WIDE WEB (WWW) AND NETSCAPE**

**You will need:**

- One formatted 3 1/2" high-density (HD) floppy disk

**What we will ask you to do:**

- Boot up a dual-OS (*Mac* and *Windows*) computer
- Launch a web browser (*Netscape*)
- Use a search engine to find sites
- Visit a series of specified URL's
- Use copy/paste to retrieve information from each URL and create a simple text or word processing file
- Explain how to revisit previous sites
- Explain how to bookmark sites (save in Favorite Places)
- Print out the text file you have created
- Correctly shut down the computer

**MODULE 3: E-MAIL**

**You will need:**

- An e-mail account (The instructor will show you how to obtain one if you do not already have one)

**What we will ask you to do:**

- Check your mail
- Read and reply to an e-mail message from the instructor
- Send a carbon copy (cc:) of a message

**MODULE 4: WORD PROCESSING (*MICROSOFT WORD*)**

**You will need:**

- One formatted 3 1/2" high-density (HD) floppy disk

**What we will ask you to do:**

- Boot up a dual-OS (*Mac* and *Windows*) computer
- Find and launch *Microsoft Word*
- Use *Microsoft Word* to create a specified document
- Format the document to include specified combinations of
  - a. Font
  - b. Size
  - c. Alignment
  - d. Style
  - e. Margins
  - f. Line spacing
  - g. Header & Footer
  - h. Page numbers
  - i. Current date
- Use the spell check
- Save the document to your floppy disk under a specified name
- Correctly eject your disk and shut down the computer

**MODULE 5: SPREADSHEET (*MICROSOFT EXCEL*)**

**You will need:**

- One formatted 3 1/2" high-density (HD) floppy disk

**What we will ask you to do:**

- Boot up a dual-OS (*Mac* and *Windows*) computer
- Find and launch *Microsoft Excel*
- Create a spreadsheet containing raw data provided by the instructor
- Use formulae to calculate averages
- Format the spreadsheet for specified combinations of
  - a. Font
  - b. Alignment within columns
  - c. Decimal places & format displayed for values
  - d. Title
  - e. Presence/absence of grid lines
  - f. Cell borders
  - g. Page setup
  - h. Column and row headings
  - i. Merge and center cells
  - j. Headers & footers
  - k. Current date
- Save the spreadsheet to your floppy disk under a specified title
- Correctly eject your disk and shut down the computer