



TECHNOLOGY LITERACY TEST

State Standards Test

OVERVIEW:

The Technology Literacy Test assesses individuals in the basics of computer literacy. Three assessments are available:

- **General Typing (1 minute onscreen)**
- **Computer Basics**
- **Software Basics**

The Internet-based tests can be purchased and administered individually or as a suite of 3 tests.

The Technology Literacy Test is a multiple choice test while the Software Basics Test is an interactive test. Individuals must carry out the specified operation onscreen.

Although the Technology Literacy Test was designed for state mandated graduation skills and can be a valuable rehabilitation tool for One-Stops and correctional facilities. Remediation courses are available (International Computer Driving License Tutorials).

ADMINISTRATIVE CAPABILITIES:

- Remove test questions to customize the test
- Export results to a spread sheet for advance reporting
- Online manuals and tutorials
- Scoring guidelines and validation information
- Generate multiple reports for individuals and selected groups utilizing numerous variable and queries

TESTS:

Computer Basics

Question: 1 of 82 - Monitor

A computer's "monitor" is referring to...

Buttons: Leave Test, Next Question, My Answer:

Options: A ...the Screen, B ...the Keyboard, C ...the CPU, D ...the Web

Software Basics

Second Annual Family Picnic

Please join the Morris College family for our second annual family picnic.

Date: June 14, 2003 - Rain or Shine

Place: Pine Valley Park, Picnic area

Time 11:00 AM

Spell check the active document. Make all suggested changes.

Question 28 of 52

Exit test

The Technology Literacy Test is a suite of 3 Internet-based tests designed to assess the requirements specified in state standards for grades 8 & 12 and to determine if entry level workers possess the necessary technology skills to function effectively in a job.

MEETING STATE STANDARDS:

The Technology Literacy Test helps test compliance with the state standards. Students will use computer applications to gather and organize information and to solve problems such as:

- Use appropriate technology vocabulary
- Use common features of an operating system
- Create, organize and manipulate shortcuts
- Use network resources for storing and retrieving data
- Describe and practice safe Internet usage
- Describe and practice etiquette when using the Internet and electronic mail

REPORTS:

Test Results for: First User	
Email:	jim@asktbs.com
Work Phone Number:	215-579-0901
Company Name:	TBS Demo Account
Test Administrator/Recruiter's Email:	tbsjim@aol.com; jane@asktbs.com
Test Name:	Techno
Test Date:	8/15/2
Elapsed Time:	00:16
Questions Correct:	73 out of 82
Percent Correct:	89%

Q#	Status	Topic	Type	Level	Time
1	Correct	Monitor	Hardware	Basic	00:00:12
2	Correct	Hard Disk	Windows	Basic	00:00:06
3	Correct	Virus Risk	Safety	Basic	00:00:13
4	Correct	Internet Usage	Internet	Basic	00:00:13
5	Correct	CDs and DVDs	Hardware	Basic	00:00:12
6	Correct	Identifying Internet Terms	Internet	Basic	00:00:14
7	Correct	Viruses	Safety	Basic	00:00:26
8	Correct	Copy and Paste	Windows	Basic	00:00:18
9	Correct	File Deletion	Windows	Basic	00:00:07
10	Correct	Storage	Windows	Basic	00:00:08

Question Type	Number of Questions	Number Correct	Total Percentage
Definitions	4	3	75%
Email	2	2	100%
Email Etiquette	15	14	93%
Formats	3	2	67%
Hardware	9	8	89%
Internet	4	4	100%
Legal Issues	1	1	100%
Quotation Marks	5	4	80%
Safety	2	2	100%
Software	7	7	100%
Structure and Layout	3	3	100%
Toolbar Operations	2	2	100%
Understanding the Internet	11	9	82%
Windows	13	12	92%
Working Capital Management	1	0	0%
Total	82	73	89%

Question Level	Number of Questions	Number Correct	Total Percentage
Basic	82	73	89%
Total	82	73	89%

Technology Literacy Test—Descriptions

GENERAL TYPING (1 MINUTE ONSCREEN)

BASIC KEYBOARDING—1 MINUTE HANDS-ON TYPING EXERCISE

Test Description

The Typing Speed test measures the speed and accuracy of a user's typing. The test presents the user with a passage which he/she must type as accurately and quickly as he/she can. This test should be given to anyone whose typing speed needs to be measured.

A score of 0 on the Raw Words per Minute, Mistakes, and Adjusted Words per Minute indicates that the test taker did not follow the passage closely enough for an accurate score to be determined.

COMPUTER BASICS TEST (82 MULTIPLE CHOICE QUESTIONS)

BASIC COMPUTER TERMINOLOGY—20 QUESTIONS

- If you add more RAM to your computer, you will be able to... ?
- Which of the following commands will remove selected text from a document?
- What does the "Reply to All" function do in most email programs?
- If you delete a file and it goes into the recycle bin, is it permanently deleted?

COMPUTER LITERACY—17 QUESTIONS

- The brain of the computer is the what?
- What are two or more computers that are linked together called?
- What is the recycle bin used for?
- What is the default letter assignment for the hard drive?

INTERNET BASICS—23 QUESTIONS

- What does it mean to "bookmark" a web site?
- How can you tell if the web page you are currently visiting is secure?
- What is "broadband"?
- What is a firewall?

E-MAIL ETIQUETTE—22 QUESTIONS

- Why is it important to not write an email in all capital letters?
- Should the subject line of an email indicate the message's content?
- Is it best to write in gender neutral forms?
- If you receive an email from someone you don't know informing you about a virus hoax, what should you do?

SOFTWARE BASICS TEST (52 INTERACTIVE QUESTIONS)

MICROSOFT WINDOWS XP—17 QUESTIONS

- How do you access help, minimize a window, and close a window?
- How do you open the document from the start menu?
- How do you create a new folder?
- How do you undo and delete folders?

MICROSOFT WORD 2003—18 QUESTIONS

- How do you open a document?
- How do you use spell check?
- How can you switch between documents?
- How do you print?

MICROSOFT POWERPOINT—17 QUESTIONS

- How to start a new presentation?
- How do you add text to a new slide?
- How do you rearrange slides and add transitions?
- How do you move and group objects?

Free Demo

Try the tests for FREE. Contact us at 888-783-2283 or info@asktbs.com and request the Technology Literacy Test demo.



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