



Computer Applications Quiz Out Option

ANDOVER PUBLIC SCHOOLS

WHO: Any 8th grade student in the Andover district for the 2017-18 school year

DATES: Tuesday, February 20 **OR**
Wednesday, February 21

TIME: 6:00 p.m. – 8:00 p.m.

- 30 minutes for check-in and computer set-up
- 90 minutes allowed for the exam

LOCATION: 2/20 at ACHS Room 412
2/21 at AMS Room 102

WHY QUIZ OUT?

Students who pass this assessment can take a higher level computer class instead of the introductory Computer Applications course.

The quiz out will mimic the high school final for the course, which consists of 120 questions where skills will be tested in:

- Windows 10
- Word 2016
- Excel 2016
- PowerPoint 2016
- Outlook 2016

Those students who feel like they have a well-rounded understanding of these Microsoft products should consider signing up to take the test. A PASS will be awarded on the high school transcript and .5 elective credit will be earned for those students who obtain a score of 80% or higher.

RESOURCES:

To better help prepare to take the exam, below are some websites that may be useful for your student to look at and review:

GCF Learn Free Office: <https://www.gcflearnfree.org/topics/office2016/>

GCF Learn Free Windows 10: <https://www.gcflearnfree.org/windows10/>

- Short video and written tutorials for Word, Excel, and PowerPoint
- Sample files for students to manipulate and apply what they have learned
- Quizzes to check for understanding

Digital Learn – Windows 10: <https://digitallearn.org/courses/using-a-pc-windows-10>

Sign up deadline: February 19th by 5:00 p.m.

Reservation required by calling the district office at

316-218-4660 or go to <https://goo.gl/forms/6mBGpBDUt8JuE1yN2>