MS Office

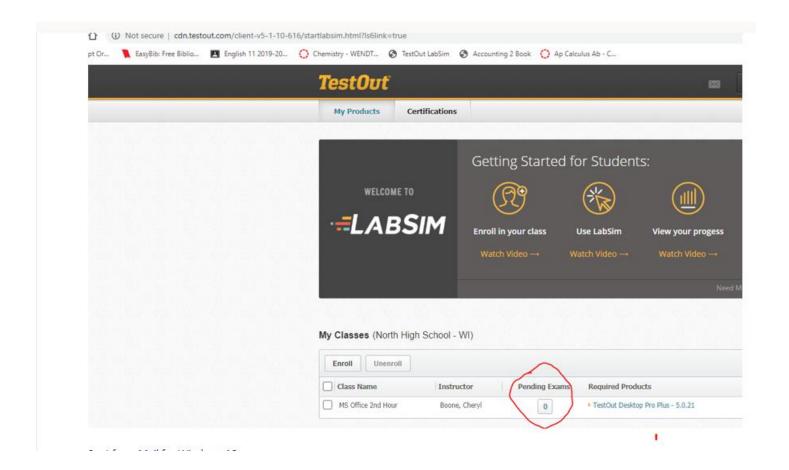
Ms. Boone cboone@ecasd.us

Instructions to access the Excel Unit Test—this test should be taken today, Tuesday 4/21 or tomorrow, 4/22 at the latest.

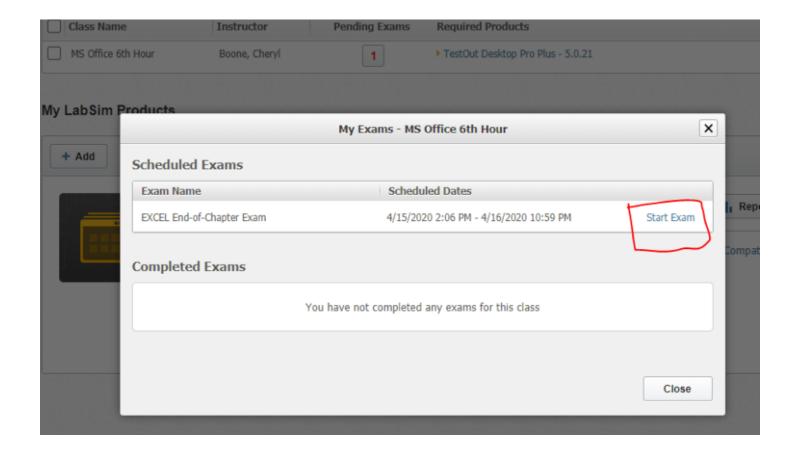
It is IMPORTANT that you open and consult the Excel attachment in addition to this Word document because it lists which lessons you will need to open and complete to submit for a grade and to complete the requirements. Please follow the steps below:

Log into your TestOut account:

Then look for your Pending Exams: (please note: I took the screen shot before I scheduled the exam, it will say 1 instead of 0.)



And then:



Start your exam and be sure to submit. It will automatically score and report the results to my TestOut gradebook. GOOD LUCK! ©