

MS Office

Ms. Boone

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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.)

The screenshot shows the TestOut Labsim web interface. The browser address bar indicates the URL: `cdn.testout.com/client-v5-1-10-616/startlabsim.html?is6link=true`. The page has a dark header with the 'TestOut' logo and navigation tabs for 'My Products' and 'Certifications'. Below the header, there's a 'Getting Started for Students' section with three icons: 'Enroll in your class', 'Use LabSim', and 'View your progress', each with a 'Watch Video' link. The main content area is titled 'My Classes (North High School - WI)' and contains a table with class information. The table has columns for 'Class Name', 'Instructor', 'Pending Exams', and 'Required Products'. The first row shows 'MS Office 2nd Hour' with instructor 'Boone, Cheryl' and '0' pending exams. The 'Pending Exams' value '0' is circled in red. The 'Required Products' column lists 'TestOut Desktop Pro Plus - 5.0.21'.

Class Name	Instructor	Pending Exams	Required Products
MS Office 2nd Hour	Boone, Cheryl	0	TestOut Desktop Pro Plus - 5.0.21

And then:

Class Name Instructor Pending Exams Required Products

MS Office 6th Hour Boone, Cheryl 1 TestOut Desktop Pro Plus - 5.0.21

My LabSim Products

+ Add

My Exams - MS Office 6th Hour

Scheduled Exams

Exam Name	Scheduled Dates	
EXCEL End-of-Chapter Exam	4/15/2020 2:06 PM - 4/16/2020 10:59 PM	Start Exam

Completed Exams

You have not completed any exams for this class

Close

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