

# Teacher Instructions

## Instructions for administering this Pre/Post Exam

This Pre-Test is not a test for a class grade; it is an evaluation tool for the teacher to create a baseline of student skills. This test should be administered again at the end of the course to assess student progress, using the rubrics for grading. When administering the Post-Test it may be used as a grade, at the teacher's discretion.

This test should take approximately 3 hours. This way you can divide up the test to fit your class schedule. The approximate timings for each of the questions are listed below; the teachers should use their discretion.

This test will contain written and demonstration portions. Students should be working independently. If students are unsure of how to complete the task, they should be instructed to move on to the next task.

After the test has been administered use the attached rubric to evaluate the pre/post test. There is a possibility of 48 points. The intent of this tool is not to be used as a pass/fail assessment.

### Approximate Time Schedule

<b>Question</b>	<b>Time</b>
1	15 Minutes
2	8 Minutes
3	15 Minutes
4	20 Minutes
5	10 Minutes
6	20 Minutes
7	15 Minutes
8	15 Minutes
9	15 Minutes
10	15 Minutes
11	20 Minutes
12	25 Minutes

### TRY TO STAY WITHIN SUGGESTED TIME CONSTRAINTS

The reason that we suggest this is that the students may try and figure these items out, and this is not the objective of the PRE TEST.

## I.T. & Me Pre/Post Exam

Name \_\_\_\_\_

### Keyboarding (Teacher Directed Activity)

*Approximate Time: 15 minutes*

1. Type your name on the top of the page and return 3 times. This is a timed test. Type the following paragraph as many times as you can before the teacher says STOP. When the teacher says STOP you must immediately take your hands off the keyboard. You will be given three opportunities. You will be scored on your best attempt. Print when you are finished.

I was wondering if the above table is displaying the accurate rates for your establishment.  
Also, could you send me any information about Black Rapids Glacier that you may have?  
Thank you very much. My address is 14321 Debbs Lane, Chesapeake, Virginia 23320.

### Operating Systems

*Approximate Time: 8 minutes*

2. Create a folder on your desktop and label it your first and last name. Inside your folder, create 3 new folders labeled your 3 favorite classes. Create a fourth folder labeled "Computer Pretest".

### Technology and Society

*Approximate Time: 15 minutes*

3. At the local store, technology is used in many manners. List at least two ways technology is used to conduct everyday business. For each way, explain:

Who uses technology?	Who uses technology?
How is it used?	How is it used?
Why is it used?	Why is it used?

## PC Principles and Operation & Word Processing to Desktop Publishing

*Approximate Time: 20 minutes*

4. Open your word processing application. Open the file “businessletter.txt.” Complete the following steps:
  - Create a new, blank document.
  - Put your name and the school address in the center of the document.
  - Include the date.
  - The letter should be block style.
  - Cut and paste the letter in “businessletter.txt” in the correct format. (*Hint: The main body should be in two paragraphs.*)
  - Insert the following information as a table with multiple rows and columns between the 2 paragraphs. (*Hint: You may have to merge cells.*)
  - Insert footnote <sup>1</sup>: <http://www.baldeagleranchbb.com/rates.htm>

### Rates

\$85.00 for one or two people

\$15.00 for each additional person

\$10.00 for each pet

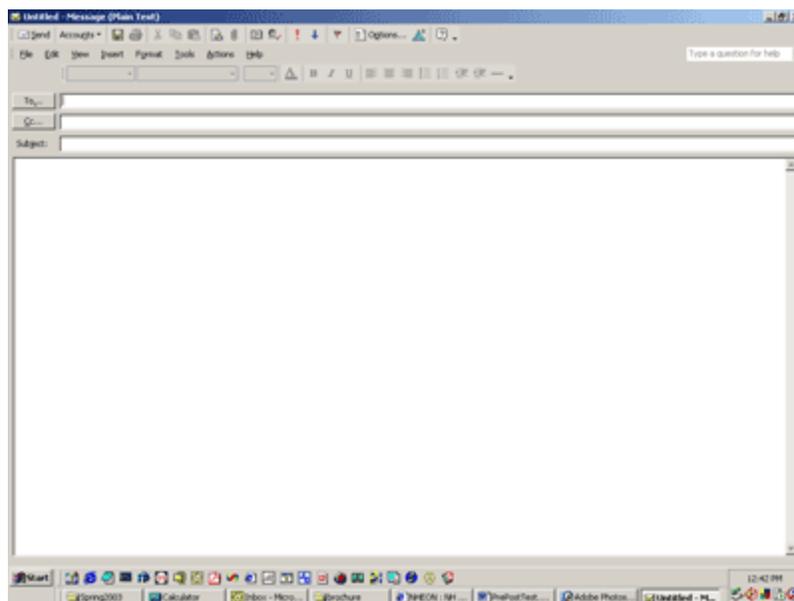
\*Ask about our Special Rates for B&B, lodging, cabins, RV parking & Long-term guests.<sup>1</sup>

Save your letter as “finishedbusinessletter” in your “Computer Pretest” folder.

## E-mail

*Approximate Time: 10 minutes*

5. Using the template on the following page, fill in the following information:
  - Address the message to: [businessteacher@school.com](mailto:businessteacher@school.com)
  - Circle the button you would choose to attach a document
  - Send a copy of this email to: [computerteacher@school.com](mailto:computerteacher@school.com)
  - Write a quick note to the teacher regarding something you did this past weekend.
  - Put an X over the button you would click to mail this message.



## Database Software: Use to Management

*Approximate Time: 20 minutes*

6. Create a database using the following fields:

- First Name
- Favorite Food
- Favorite Band
- Hobbies
- Favorite Color

Name	Food	Band	Hobby	Color
John	Pizza	Blink 182	Hiking	Red
Kathy	Ice Cream	The Dave Matthews Band	Skiing	Red
Pamela	Chicken	Eminem	Skiing	Pink
Blossom	Pasta	The Dave Matthews Band	Biking	Red

Perform the following steps using your new database:

- Add a new record that includes your name and information.
- Arrange the names in alphabetical order. Print your database.
- Sort the database by your favorite food. Print your results.

## Spreadsheet

*Approximate Time: 15 minutes*

7. Using a spreadsheet application, complete the following directions:

- Create the worksheet below, including all formats. Complete all formulas. (*Hint: Your spreadsheet should look like the one below with all formulas filled in.*)
- Formatting: Money should be in \$ format and the date can be in the format of YOUR CHOICE.
- Name the spreadsheet file “March Invoices.” Save it into your “Computer Pretest” folder.

Projected March Advertising Invoices					
Type	Inv Date	Placed with	Cost Each	Qty	Est. Cost
Billboard	March 12, 2001	Advertising Concepts	\$ 101.87	20	FORMULA
Newspaper	March 1, 2000	Village Reader	\$ 52.39	5	FORMULA
Radio Spot	March 7, 2000	WHAT	\$ 11.00	15	FORMULA
<b>Total</b>			TOTAL FORMULA		TOTAL FORMULA

## Programming

*Approximate Time: 15 minutes*

8. Using a word processing software, list the sequence of steps in making a peanut butter and jelly sandwich. (Everything you need is already out for you to use.) Save your document as “Sandwich” into your “Computer Pretest” folder.

## Network Technologies

*Approximate Time: 15 minutes*

9. **Part I:** Match the word with the correct definition. **Part II:** Answer the questions completely.

### Part I:

___ Device Driver	___ Hardware	___ ROM	___ NIC card
___ Formatting	___ Hub	___ Soft Boot	___ Internet
___ Hard Boot	___ peripheral devices	___ Software	___ Virus
___ Hard copy	___ RAM	___ Port	___ Local Area Network (LAN)

- Turning on a computer with the on switch
- The world's largest network.
- The physical parts of a computer
- Temporary memory stored on chips or modules such as SIMMs inside the computer.
- Restarting a computer without turning the power off.
- Memory permanently stored on chips or modules inside the computer.
- Devices outside the computer case.
- Computer programs or instructions that are used to perform a specific task.
- An adapter board that plugs into a computer's system board and provides a port on the back of the card to connect a PC to a network.
- A small program that tells the computer how to communicate with an input/output
- A process that prepares a disk for use by creating a FAT and root directory on the disk device
- A printed copy
- A physical connector at the back of a computer that allows a cable from a peripheral device.
- A network device or box that provides a central location to connect cables.
- A generic term for a program that is designed to cause damage to a computer
- A computer network that covers a small area

### Part II

- What are the two types of programs?
- What are the two types of memory?
- How can you protect your computer from a virus?
- Where is data stored inside a computer?

## Hardware Installation and Configuration

*Approximate Time: 15 minutes*

10. Label the following pictures with their appropriate names.



a. \_\_\_\_\_



b. \_\_\_\_\_



c. \_\_\_\_\_



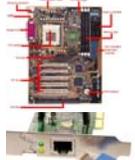
d. \_\_\_\_\_



e. \_\_\_\_\_



f. \_\_\_\_\_



g. \_\_\_\_\_



h. \_\_\_\_\_



i. \_\_\_\_\_



j. \_\_\_\_\_

## Information Literacy & World Wide Web

*Approximate Time: 20 minutes*

11. Complete an Internet search on an animal of your choice. Find at least three facts comparing the animal to yourself. Be creative and use unique and useful facts. Reference your sources by recording the URL(s). Use your research to type a clear and concise paragraph(s). A paragraph should consist of at least five sentences. Save your document as “Animal” in your “Computer Pretest” folder.

## Graphics and Image Processing to Multimedia Publishing & Software and Systems Integration

*Approximate Time: 25 minutes*

12. Using the information gathered from question 11, create a multimedia presentation. Your presentation must contain:

- 4-6 slides with text
- Images (online)
- A graphic of your own design

Save your finished presentation as “Animal Presentation” in your “Computer Pretest” folder.

# I.T. & Me

## Pre/Post Exam Answer Keys

### Keyboarding (Teacher Directed Activity)

*Approximate Time: 15 minutes*

1 2 3 4 5 6 7 8 9 10 11 12 13 14 15  
I was| wond|ering| if t|he ab|ove t|able |is di|splay|ing t|he ac|curat|e rat|es fo|r you|r  
16 17 18 19 20 21 22 23 24 25 26 27 28 29 30  
est|ablis|hment|. Al|so, c|ould |you s|end m|e any| info|rmat|ion ab|out B|lack |Rapid|s  
31 32 33 34 35 36 37 38 39 40 41 42 43 44 45  
Gla|cier |that |you m|ay ha|ve? |Thank| you |very |much.| My |addre|ss is| 1432|1 Deb|bs  
46 47 48 49 50 51  
La|ne, C|hesapeake,| Virg|inia |23320|.

**PC Principles and Operation &  
Word Processing to Desktop Publishing**

*Approximate Time: 20 minutes*

Student Name  
100 School Street  
City, NH 03999

Month Day, Year

Mrs. Pauline Hawke  
Bald Eagle Ranch Bed and Breakfast  
Mile 272 Richardson Highway  
P.O. Box 568, Delta Junction, Alaska 99737

Dear Mrs. Hawke,

I understand that you are the caretaker for the Bald Eagle Bed and Breakfast. I am designing a trip for my 6th grade geography class project. We are assigned to visit three US states and find accommodations at each. According to the Internet, your bed and breakfast is within a few miles of Black Rapids Glacier. For my class project, I thought that I would like to stay at the Bald Eagle Bed & Breakfast. By the way, I thought your Internet Web site was very informative.

Rates	
1-2 people	\$85.00
Each additional person	\$15.00
Each Pet	\$10.00
*Ask about our Special Rates for B&B, lodging, cabins, RV parking & Long-term guests. <sup>1</sup>	

I was wondering if the above table is displaying the accurate rates for your establishment. Also, could you send me any information about Black Rapids Glacier that you may have? Thank you very much. My address is 14321 Debbs Lane, Chesapeake, Virginia 23320.

Sincerely,

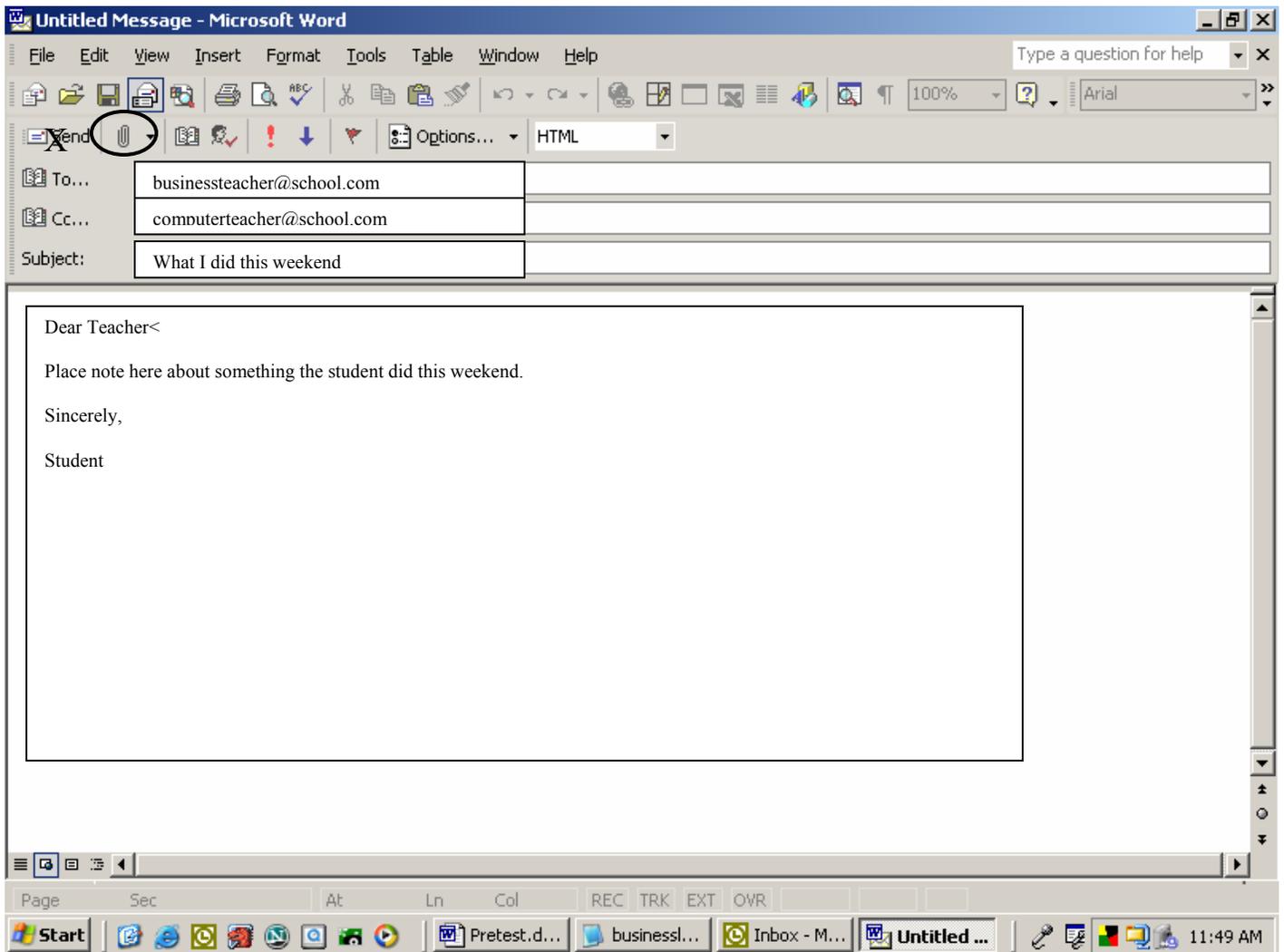
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# E-mail

*Approximate Time: 10 minutes*



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**Spreadsheet**

*Approximate Time: 15 minutes*

<b>Projected March Advertising Invoices</b>					
<b>Type</b>	<b>Inv Date</b>	<b>Placed with</b>	<b>Cost Each</b>	<b>Qty</b>	<b>Est. Cost</b>
Billboard	March 12, 2001	Advertising Concepts	\$ 101.87	20	=101.87 * 20
Newspaper	March 1, 2000	Village Reader	\$ 52.39	5	= 52.39 * 5
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<b>Total</b>			=Sum(Cost Each)		=Sum(Est. Cost)

**Programming**

*Approximate Time: 15 minutes*

1. Using a word processing software, list the sequence of steps in making a peanut butter and jelly sandwich. (Everything you need is already out for you to use.) Save your document as “Sandwich” into your “Computer Pretest” folder.

## Network Technologies

*Approximate Time: 15 minutes*

2. **Part I:** Match the word with the correct definition. **Part II:** Answer the questions completely.

### Part I:

___ Device Driver	___ Hardware	___ ROM	___ NIC card
___ Formatting	___ Hub	___ Soft Boot	___ Internet
___ Hard Boot	___ peripheral devices	___ Software	___ Virus
___ Hard copy	___ RAM	___ Port	___ Local Area Network (LAN)

- Turning on a computer with the on switch
- The world's largest network.
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- Temporary memory stored on chips or modules such as SIMMs inside the computer.
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### Part II

- What are the two types of programs?
- What are the two types of memory?
- How can you protect your computer from a virus?
- Where is data stored inside a computer?

## Hardware Installation and Configuration

*Approximate Time: 15 minutes*

3. Label the following pictures with their appropriate names.



a. Hard Drive \_\_\_\_\_



b. Monitor \_\_\_\_\_



c. Mouse \_\_\_\_\_



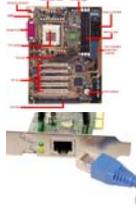
d. Tower/Computer \_\_\_\_\_



e. Keyboard \_\_\_\_\_



f. Floppy Drive \_\_\_\_\_



g. Motherboard \_\_\_\_\_



h. Modem/NIC \_\_\_\_\_



i. Printer \_\_\_\_\_



j. CD Rom \_\_\_\_\_

# I.T. & Me

## Pre/Post Exam

Name \_\_\_\_\_

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### Operating Systems

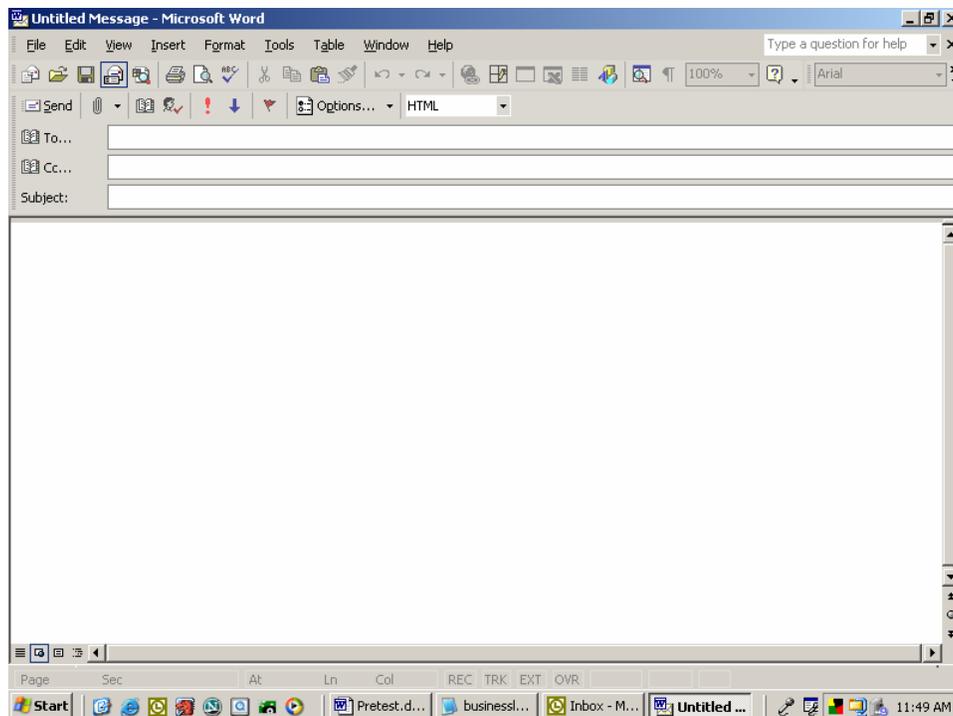
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**PC Principles and Operation &  
Word Processing to Desktop Publishing**

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### Part II

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## Hardware Installation and Configuration

*Approximate Time: 15 minutes*

10. Label the following pictures with their appropriate names.



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c. \_\_\_\_\_



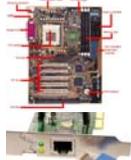
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12. Using the information gathered from question 11, create a multimedia presentation. Your presentation must contain:

- 4-6 slides with text
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# I.T. & Me

## Pre/Post Exam Answer Keys

### Keyboarding (Teacher Directed Activity)

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est|ablis|hment|. Al|so, c|ould |you s|end m|e any| info|rmat|ion ab|out B|lack |Rapid|s  
31 32 33 34 35 36 37 38 39 40 41 42 43 44 45  
Gla|cier |that |you m|ay ha|ve? |Thank| you |very |much.| My |addre|ss is| 1432|1 Deb|bs  
46 47 48 49 50 51  
La|ne, C|hesapeake,| Virg|inia |23320|.

**PC Principles and Operation &  
Word Processing to Desktop Publishing**

*Approximate Time: 20 minutes*

Student Name  
100 School Street  
City, NH 03999

Month Day, Year

Mrs. Pauline Hawke  
Bald Eagle Ranch Bed and Breakfast  
Mile 272 Richardson Highway  
P.O. Box 568, Delta Junction, Alaska 99737

Dear Mrs. Hawke,

I understand that you are the caretaker for the Bald Eagle Bed and Breakfast. I am designing a trip for my 6th grade geography class project. We are assigned to visit three US states and find accommodations at each. According to the Internet, your bed and breakfast is within a few miles of Black Rapids Glacier. For my class project, I thought that I would like to stay at the Bald Eagle Bed & Breakfast. By the way, I thought your Internet Web site was very informative.

Rates	
1-2 people	\$85.00
Each additional person	\$15.00
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*Ask about our Special Rates for B&B, lodging, cabins, RV parking & Long-term guests. <sup>1</sup>	

I was wondering if the above table is displaying the accurate rates for your establishment. Also, could you send me any information about Black Rapids Glacier that you may have? Thank you very much. My address is 14321 Debbs Lane, Chesapeake, Virginia 23320.

Sincerely,

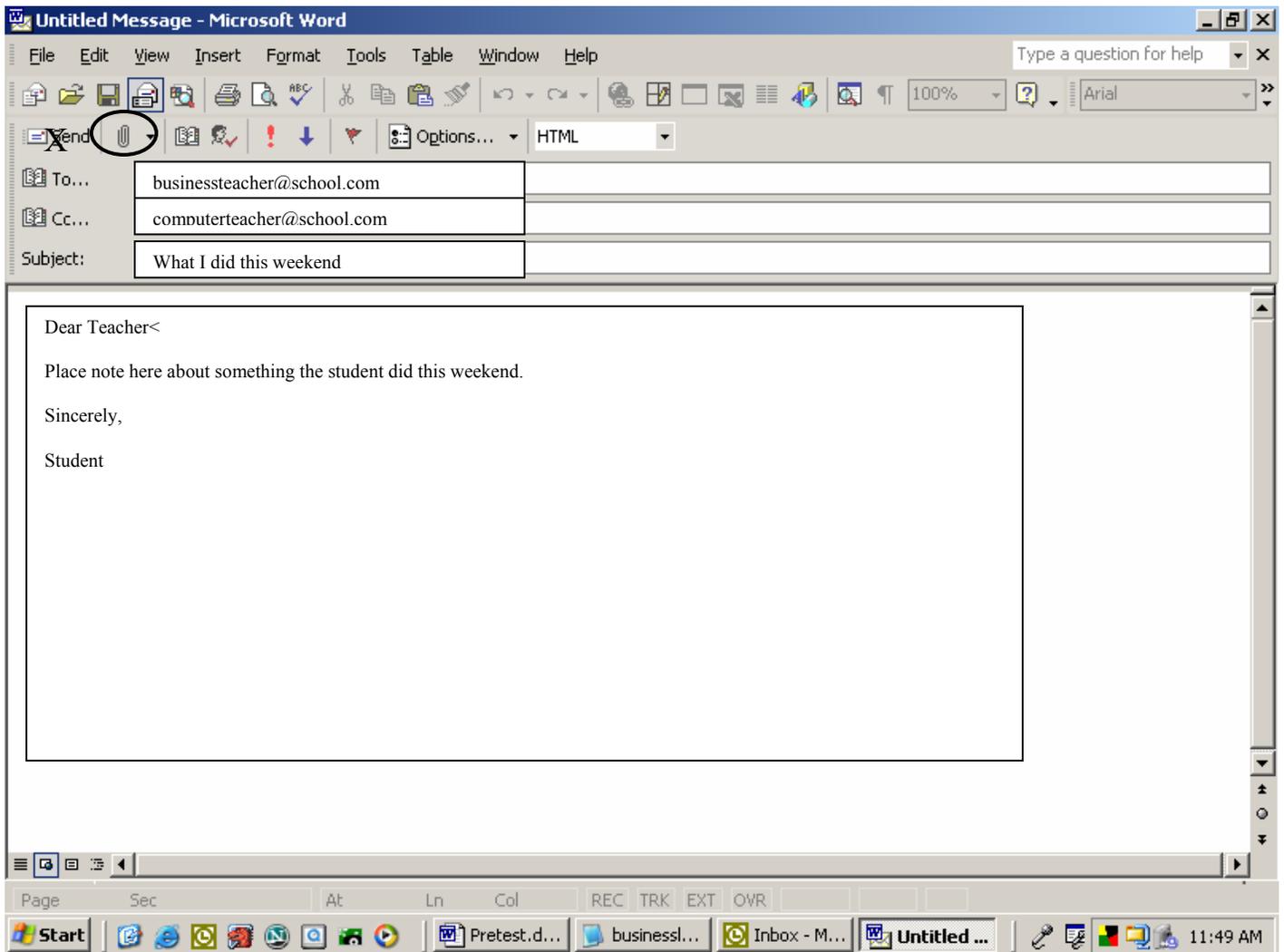
Student Name

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<sup>1</sup><http://www.baldeagleranchbb.com/rates.htm>

# E-mail

Approximate Time: 10 minutes



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**Spreadsheet**

*Approximate Time: 15 minutes*

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**Programming**

*Approximate Time: 15 minutes*

1. Using a word processing software, list the sequence of steps in making a peanut butter and jelly sandwich. (Everything you need is already out for you to use.) Save your document as “Sandwich” into your “Computer Pretest” folder.

**Network Technologies**

*Approximate Time: 15 minutes*

- |                   |                              |             |
|-------------------|------------------------------|-------------|
| 10. Device Driver | 16. Local Area Network (LAN) | 13. Port    |
| 11. Formatting    | 7. peripheral devices        | 9. NIC card |
| 1. Hard Boot      | 4. RAM                       | 2. Internet |
| 13. Hard copy     | 6. ROM                       | 16. Virus   |
| 3. Hardware       | 5. Soft Boot                 |             |
| 14. Hub           | 8. Software                  |             |

1. What are the two types of programs?  
**Operating systems and applications.**
2. What are the two types of memory?  
**RAM and ROM**
3. How can you protect your computer from a virus? *(Any two for pretest, all for post test)*
  - **Use updated dynamic anti-virus protection.**
  - **Install a firewall if going on the internet.**
  - **Do not share any disks with other people without testing the contents with a virus protection programs.**
  - **Write protect all floppy disks.**
  - **Do not open e-mail attachments from unknown sources.**
4. Where is data stored inside a computer?  
**On the hard drive.**

## Hardware Installation and Configuration

*Approximate Time: 15 minutes*

2. Label the following pictures with their appropriate names.



a. Hard Drive \_\_\_\_\_



b. Monitor \_\_\_\_\_



c. Mouse \_\_\_\_\_



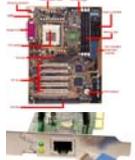
d. Tower/Computer \_\_\_\_\_



e. Keyboard \_\_\_\_\_



f. Floppy Drive \_\_\_\_\_



g. Motherboard \_\_\_\_\_



h. Modem/NIC \_\_\_\_\_



i. Printer \_\_\_\_\_



j. CD Rom \_\_\_\_\_

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Sincerely,  
Student Name

# I.T. & Me Pre/Post Exam Rubric

Student Name: \_\_\_\_\_

CATEGORY	4	3	2	1
<b>Keyboarding</b>	Keyboards 20 or more words per minute.	Keyboards 15 to 19 words per minute.	Keyboards 10 to 14 words per minute.	Keyboards less than 10 words per minute.
<b>Operating Systems</b>	All folders created correctly.	All folders created, but not in the appropriate location.	Missing folders.	No folders.
<b>E-mail</b>	All requirements are met. Subject field filled-in.	All requirements are met. Subject field not filled-in.	One requirement was not completely met.	More than one requirement was not completely met.
<b>PC Principles and Operation / Word Processing to Desktop Publishing</b>	Excellent letter format. Includes table and footnote. Contains no errors.	Good letter format. Includes table and footnote. Contains one to two errors.	Satisfactory letter format. Incomplete/missing table and/or footnote. Contains three to four errors.	Poor letter format. Incomplete/missing table and/or footnote. Contains more than four errors.
<b>Technology and Society</b>	Listed and explained two ways technology is used as a tool in business.	Listed two ways technology is used as a tool in business, with poor explanations.	Listed and explained one way technology is used as a tool in business.	Listed fewer than one complete way technology is used as a tool in business.
<b>Database Software: Use to Management</b>	All requirements are met.	One requirement was not completely met.	Two requirements were not completely met.	More than two requirements were not completely met.

CATEGORY	4	3	2	1
<b>Spreadsheet</b>	All requirements are met. All formatting and formulas are correct.	One to two errors.	Three to four errors.	More than four errors.
<b>Programming</b>	Listed all steps in correct order.	Listed all steps, but not in correct order.	Few steps missing.	Many steps missing.
<b>Network Technologies</b>	All matching and short answer questions correct.	One to two errors.	Three to four errors.	More than four errors.
<b>Hardware Installation and Configuration</b>	All hardware correctly named.	One hardware item incorrectly named.	Two to three hardware items incorrectly named.	More than three hardware items incorrectly named.
<b>Graphics and Image Processing to Multimedia Publishing / Software and Systems Integration</b>	Excellent presentation, all research and images included.	Good presentation, missing one research point and/or image.	Satisfactory presentation, missing two research points and/or images.	Poor presentation, missing more than two research points and/or images.

**Subtotal**                    \_\_\_\_\_                    \_\_\_\_\_                    \_\_\_\_\_                    \_\_\_\_\_

**Total**                    \_\_\_\_\_ **out of 48 points**