

Internet Basics Competency Test

Name: _____ Date: _____ Score: _____

This is an open book test. You may not get assistance from any class member or from the instructor (except for clarification).

This test will demonstrate a student's ability to use the Internet. In order to earn a Internet Basics Competency Certificate, a student must attain a score of 80% or above.

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Grading: each item is worth 10 points for a total of 100 points. Eighty points is a passing score.

1. Access the Internet. Write down the URL for the home page.
2. Type in this address: Dictionary.com. Press Enter. Type URL in the search box and click the Search button. Select the first definition for the acronym URL. Click File on the menu bar and click Print. Click the Selection option button and click Print to print the selected definition.
3. With the URL definition text still selected, copy this text to the Clipboard. Open Microsoft Word and paste the copied text into the Word document. Type your name at the top of the page.
4. Save the document as **URL** to your disk in the A drive. Close the document. Turn your disk in to your instructor along with the test.
5. Log on to your e-mail account. Compose an e-mail to your instructor (you will need to ask him/her for his/her e-mail address) and type the word *attachment* in the Subject line. You do not need to type a message.
6. Attach the document **URL** that you created in step 4 of this competency. Send the e-mail.

7. Go to the Google web site (google.com). Click on *About Google* and then *Google Web Search Features*. List five Google features that you think you might find useful and write them in the space below:

8. Use the back button to return to the Google home page. Use the Google search engine to find the City of Spokane home page and write the URL in the space below:

9. Return to the Google search engine to find the web site for WorkSource for Spokane and write the URL below:

10. Send an e-greeting to your instructor from the web site freegreetings.com.

For Teacher's Use Only:

Score:

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____
9. _____
10. _____

TOTAL _____