



North Carolina Online Test of Computer Skills

Released Form D

August 24, 2009

This document contains screen shots of the released form of the North Carolina Online Test of Computer Skills. Viewing static images of test items contained within an interactive assessment may not be the best way to get a full understanding of the interface and the test. To view the full interactive version of the released form, download and install NCDesk from <http://ncdesk.ncsu.edu> . Once NCDesk is installed click on the 'Released Form' button to access the form in the interactive mode. This mode allows users to see if items are answered correctly.

SECTION 1



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Section 1 Question 1 of 18

1. Jane wanted to use a computer at the school's library to research North Carolina trees, but first she had to sign an acceptable use policy. Which of the following would she be allowed to do under the policy?

A

create public discussion groups

**B**

spread a computer virus

**C**

install downloaded software

**D**

search the Internet for material



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Section 1 Question 2 of 18

2. Matt is a ranger in one of the national forests in North Carolina. To keep from getting lost, he carries a device that uses satellite signals to determine his location in longitude and latitude. What is the name for this technology?

A

pixel map

**B**

Point-to-Point Protocol

**C**

Global Positioning System

**D**

localization



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Section 1 Question 3 of 18

3. Jane wrote a multimedia report on how North Carolina Indians used different trees. She wants to duplicate the file with a different file name. Which option should she use?

A

go to the File menu, click Save As

**B**

go to the File menu, click Print

**C**

go to the Edit menu, click Select All

**D**

go to the Edit menu, click Save



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Section 1 Question 4 of 18

4. John found a website about native trees of North Carolina. The name of each tree was in underlined blue text. What does underlined blue text usually indicate?

A

The webmaster likes the color blue.

**B**

It is a link to another webpage.

**C**

An image file is attached.

**D**

The text is very important.



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Section 1 Question 5 of 18

5. John is working on his report about the decline of the American chestnut tree in North Carolina. He wants to include information found in a magazine article. Is he allowed to use the material in his report?

A

No, because it is never acceptable to use copyrighted material when writing a report.

**B**

Yes, but only if he gets permission from the copyright holder to use the material.

**C**

Yes, if he puts quotation marks around the information and cites the source of the material.

**D**

No, because the magazine contains copyrighted material that has been previously published.



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Section 1 Question 6 of 18

6. Use the database below to identify trees with a maximum height greater than 90 feet and a maximum spread greater than 50 feet. List these trees by their BOTANICAL NAME in ascending order.

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| | COMMON NAME | BOTANICAL NAME | HEIGHT MIN. FT | HEIGHT MAX. FT | SPREAD MIN. FT | SPREAD MAX. FT |
|----|--------------------------|-------------------------|----------------|----------------|----------------|----------------|
| 1 | American Elm | Ulmus americana | 75 | 125 | 60 | 120 |
| 2 | American Linden | Tilia americana | 60 | 75 | 45 | 60 |
| 3 | Bald Cypress | Taxodium distichum | 50 | 100 | 20 | 30 |
| 4 | Beech | Fagus grandiflora | 60 | 80 | 40 | 60 |
| 5 | Black Tupelo - Black Gum | Nyssa sylvatica | 40 | 60 | 20 | 30 |
| 6 | Canadian Hemlock | Tsuga canadensis | 30 | 80 | 15 | 30 |
| 7 | Carolina Hemlock | Tsuga caroliniana | 30 | 70 | 20 | 25 |
| 8 | Eastern Red Cedar | Juniperus virginiana | 30 | 40 | 10 | 20 |
| 9 | Florida Maple | Acer floridanum | 40 | 50 | 20 | 25 |
| 10 | Hickories | Carya spp. | 60 | 100 | 30 | 50 |
| 11 | Live Oak | Quercus virginiana | 30 | 50 | 50 | 80 |
| 12 | Loblolly Pine | Pinus taeda | 70 | 90 | 30 | 40 |
| 13 | Longleaf Pine | Pinus palustris | 80 | 100 | 25 | 40 |
| 14 | Pecan | Carya illinoensis | 60 | 100 | 30 | 50 |
| 15 | Persimmon | Diospyrus virginiana | 40 | 50 | 20 | 30 |
| 16 | Pin Oak | Quercus palustris | 60 | 80 | 40 | 50 |
| 17 | Red Maple | Acer rubrum | 40 | 50 | 25 | 35 |
| 18 | Scarlet Oak | Quercus coccinea | 60 | 80 | 40 | 50 |
| 19 | Silver Maple | Acer saccharinum | 60 | 80 | 50 | 75 |
| 20 | Southern Catalpa | Catalpa bignonioides | 30 | 50 | 20 | 25 |
| 21 | Southern Magnolia | Magnolia grandiflora | 40 | 60 | 25 | 30 |
| 22 | Sugar Maple | Acer saccharum | 50 | 75 | 30 | 40 |
| 23 | Sweetgum | Liquidambar styraciflua | 60 | 100 | 50 | 75 |
| 24 | Sycamore | Platanus occidentalis | 70 | 100 | 60 | 80 |
| 25 | Tulip Tree | Liriodendron tulipifera | 60 | 150 | 30 | 40 |
| 26 | Water Oak | Quercus nigra | 50 | 75 | 30 | 40 |

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Section 1 Question 7 of 18

7. Edit the article shown below by spacing the lines at 1.5 for the second paragraph only.

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North Carolina Underwater Archaeology

In 1717, the French ship *La Concorde* was captured by pirates led by the notorious Blackbeard. Blackbeard renamed the French ship the *Queen Anne's Revenge* and made it his flagship. This ship sank when sailing into Beaufort Inlet, North Carolina.

The remains of the *Queen Anne's Revenge* are a rich source for archaeological research and the recovery of artifacts such as cannons and rigging. The remains, which are buried underwater in the sand, have been explored using remote sensing and excavating. Parts of the ship's hull structure have been recovered.

The North Carolina Maritime Museum in Beaufort has an exhibit of artifacts from the ship on display. A special distance learning project allowed 15,000 students to learn about the wreck over the Internet. This project allowed students to ask questions directly of archaeologists working underwater at the wreck site.

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Section 1 Question 8 of 18

8. Martin is setting up his new e-mail account. He needs to create a new password to ensure privacy and security. Which of the following should he do?

A

pick a password used by another person

**B**

use personal information for the new password

**C**

pick random letters for the new password

**D**

use a combination of words and numbers for the new password



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Section 1 Question 9 of 18

9. Filter the database so that it displays only records for school systems that graduated at least 1,000 and no more than 1,500 students in the year (YR) 2004.

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| | SCHOOL SYSTEM | YR 2003 | YR 2004 | YR 2005 | YR 2006 | YR 2007 | YR 2008 | YR 2009 |
|----|---------------------|---------|---------|---------|---------|---------|---------|---------|
| 1 | Alamance-Burlington | 1,101 | 1,164 | 1,222 | 1,152 | 1,224 | 1,257 | 1,254 |
| 2 | Alexander County | 290 | 280 | 318 | 311 | 321 | 302 | 336 |
| 3 | Ashe County | 206 | 179 | 178 | 167 | 206 | 166 | 180 |
| 4 | Beaufort County | 407 | 410 | 428 | 424 | 437 | 411 | 439 |
| 5 | Buncombe County | 1,335 | 1,353 | 1,425 | 1,405 | 1,432 | 1,390 | 1,407 |
| 6 | Cabarrus County | 1,176 | 1,210 | 1,235 | 1,313 | 1,351 | 1,508 | 1,532 |
| 7 | Catawba County | 925 | 947 | 940 | 976 | 1,028 | 999 | 1,028 |
| 8 | Columbus County | 385 | 368 | 354 | 352 | 340 | 369 | 362 |
| 9 | Cumberland County | 2,690 | 2,972 | 2,922 | 2,929 | 2,934 | 2,964 | 2,959 |
| 10 | Dare County | 259 | 252 | 270 | 282 | 282 | 290 | 276 |
| 11 | Davidson County | 1,065 | 980 | 992 | 988 | 1,033 | 1,111 | 1,090 |
| 12 | Franklin County | 379 | 396 | 392 | 416 | 415 | 426 | 440 |
| 13 | Gaston County | 1,646 | 1,698 | 1,635 | 1,642 | 1,741 | 1,742 | 1,885 |
| 14 | Guilford County | 3,557 | 3,645 | 3,709 | 3,733 | 3,858 | 3,935 | 3,947 |
| 15 | Halifax County | 306 | 243 | 255 | 276 | 254 | 255 | 274 |
| 16 | Henderson County | 704 | 682 | 706 | 710 | 733 | 758 | 765 |
| 17 | Jackson County | 240 | 236 | 246 | 210 | 237 | 275 | 261 |
| 18 | Johnston County | 928 | 1,034 | 1,064 | 1,137 | 1,202 | 1,339 | 1,392 |
| 19 | Jones County | 78 | 69 | 66 | 69 | 82 | 69 | 79 |
| 20 | Lincoln County | 611 | 641 | 645 | 684 | 702 | 699 | 708 |
| 21 | Macon County | 235 | 238 | 255 | 249 | 231 | 232 | 243 |
| 22 | McDowell County | 341 | 316 | 334 | 358 | 359 | 370 | 351 |
| 23 | New Hanover County | 1,232 | 1,263 | 1,254 | 1,362 | 1,381 | 1,388 | 1,393 |
| 24 | Onslow County | 1,125 | 1,141 | 1,155 | 1,175 | 1,183 | 1,246 | 1,223 |
| 25 | Pamlico County | 137 | 115 | 130 | 114 | 132 | 116 | 131 |
| 26 | Rockingham County | 821 | 764 | 827 | 810 | 822 | 847 | 816 |

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Section 1 Question 10 of 18

10. In the spreadsheet, sort PARTY AFFILIATION in ascending order and then insert a new row between the two groups listed under PARTY AFFILIATION.

File Edit Insert Data Help



| | A | B | C | D | E |
|----|-------------------------|-----------------|-------|-------------------|---|
| 1 | PRESIDENT | DATES IN OFFICE | YEARS | PARTY AFFILIATION | |
| 2 | Andrew Jackson | 1829-1837 | 8 | Democrat | |
| 3 | Martin Van Buren | 1837-1841 | 4 | Democrat | |
| 4 | James Knox Polk | 1845-1849 | 4 | Democrat | |
| 5 | Franklin Pierce | 1853-1857 | 4 | Democrat | |
| 6 | James Buchanan | 1857-1861 | 4 | Democrat | |
| 7 | Abraham Lincoln | 1861-1865 | 4 | Republican | |
| 8 | Ulysses S. Grant | 1869-1877 | 8 | Republican | |
| 9 | Rutherford B. Hayes | 1877-1881 | 4 | Republican | |
| 10 | Chester A. Arthur | 1881-1885 | 4 | Republican | |
| 11 | Grover Cleveland | 1885-1889 | 4 | Democrat | |
| 12 | Benjamin Harrison | 1889-1893 | 4 | Republican | |
| 13 | Grover Cleveland | 1893-1897 | 4 | Democrat | |
| 14 | William McKinley | 1897-1901 | 4 | Republican | |
| 15 | Theodore Roosevelt | 1901-1909 | 8 | Republican | |
| 16 | William Taft | 1909-1913 | 4 | Republican | |
| 17 | Woodrow Wilson | 1913-1921 | 8 | Democrat | |
| 18 | Warren Harding | 1921-1923 | 2 | Republican | |
| 19 | Calvin Coolidge | 1923-1929 | 6 | Republican | |
| 20 | Herbert Hoover | 1929-1933 | 4 | Republican | |
| 21 | Franklin Roosevelt | 1933-1945 | 12 | Democrat | |
| 22 | Harry S. Truman | 1945-1953 | 8 | Democrat | |
| 23 | Dwight David Eisenhower | 1953-1961 | 8 | Republican | |
| 24 | John F. Kennedy | 1961-1963 | 2 | Democrat | |
| 25 | Lyndon Baines Johnson | 1963-1969 | 6 | Democrat | |

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Section 1 Question 11 of 18

11. Use this spreadsheet to create a horizontal bar chart containing only the data for MONEY SPENT, REGULAR PRICE, and MONEY SAVED for all coupon items. Enter "Coupon Savings" for the chart Title, "Dollars" for the X-Axis Label, and "Items" for the Y-Axis Label.

File Edit Insert Data Help



| | A | B | C | D | E | F | G | H |
|----|----------------|--------------|-------------|-------------|---------------|-------------|---------------|---|
| 1 | COUPON ITEM | COUPON VALUE | COUPON COST | MONEY SPENT | REGULAR PRICE | MONEY SAVED | PERCENT SAVED | |
| 2 | Chicken Dinner | \$1.00 | \$0.00 | \$3.99 | \$4.99 | \$1.00 | 20.04% | |
| 3 | Cheeseburger | \$0.50 | \$0.25 | \$1.00 | \$1.50 | \$0.25 | 16.67% | |
| 4 | 2 liter soda | \$0.25 | \$0.00 | \$1.04 | \$1.29 | \$0.25 | 19.38% | |
| 5 | Potato Chips | \$0.50 | \$0.00 | \$0.49 | \$0.99 | \$0.50 | 50.51% | |
| 6 | Movie Tickets | \$2.00 | \$0.50 | \$5.50 | \$7.50 | \$1.50 | 20.00% | |
| 7 | Pen | \$0.50 | \$0.00 | \$0.29 | \$0.79 | \$0.50 | 63.29% | |
| 8 | Candy | \$0.25 | \$0.00 | \$0.34 | \$0.59 | \$0.25 | 42.37% | |
| 9 | | | | | | | | |
| 10 | | | | | | | | |
| 11 | | | | | | | | |
| 12 | | | | | | | | |

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Section 1 Question 12 of 18

12. Members of a math study group have access to a website where they can post questions and answer each other's questions. Which term **best** describes this type of communication?

A

Intranet

**B**

Internet

**C**

discussion forum

**D**

instant messaging

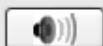


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Section 1 Question 13 of 18

13. Cindy is using a word processor to edit her twenty-page report on reptiles. She noticed the word "reptile" is misspelled throughout the entire report. Which is the **quickest** way for Cindy to correct her error?

A

re-key the entire report

**B**

use the spell check function

**C**

locate and change all the errors herself

**D**

use the find and replace function



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Section 1 Question 14 of 18

14. Sort the records in the North Carolina State Parks database so that the parks with the most HIKING TRAILS (MILES) are displayed at the top.

File Edit Insert Data Help



| | STATE PARK NAME | REGION | COUNTY | YEAR CREATED | HIKING TRAILS (MILES) |
|----|---------------------|----------|----------------------|--------------|-----------------------|
| 1 | Carolina Beach | Coast | New Hanover | 1969 | 6 |
| 2 | Cliffs of the Neuse | Coast | Wayne | 1945 | 2 |
| 3 | Crowders Mountain | Piedmont | Gaston | 1974 | 12 |
| 4 | Eno River | Piedmont | Orange & Durham | 1975 | 21 |
| 5 | Fort Macon | Coast | Carteret | 1936 | 0 |
| 6 | Goose Creek | Coast | Beaufort | 1974 | 7 |
| 7 | Gorges | Mountain | Transylvania | 1999 | 24 |
| 8 | Hammocks Beach | Coast | Onslow | 1964 | 0 |
| 9 | Hanging Rock | Mountain | Stokes | 1936 | 18 |
| 10 | Jockey's Ridge | Coast | Dare | 1975 | 3 |
| 11 | Jones Lake | Coast | Bladen | 1939 | 4 |
| 12 | Lake James | Mountain | McDowell & Burke | 1987 | 5 |
| 13 | Lake Norman | Piedmont | Iredell | 1962 | 7 |
| 14 | Lake Waccamaw | Coast | Columbus | 1976 | 9 |
| 15 | Lumber River | Coast | Robeson | 1989 | 1 |
| 16 | Medoc Mountain | Piedmont | Halifax | 1972 | 10 |
| 17 | Merchants Millpond | Coast | Gates | 1973 | 9 |
| 18 | Morrow Mountain | Piedmont | Stanly | 1939 | 20 |
| 19 | Mount Mitchell | Mountain | Yancey | 1915 | 16 |
| 20 | New River | Mountain | Ashe & Alleghany | 1976 | 3 |
| 21 | Pettigrew | Coast | Washington & Tyrrell | 1939 | 9 |
| 22 | Pilot Mountain | Mountain | Surry & Yadkin | 1968 | 13 |
| 23 | Raven Rock | Piedmont | Harnett | 1969 | 12 |
| 24 | Singletary Lake | Coast | Bladen | 1954 | 1 |
| 25 | South Mountains | Mountain | Burke | 1974 | 40 |
| 26 | Stone Mountain | Mountain | Wilkes & Alleghany | 1969 | 18 |

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Section 1 Question 15 of 18

15. A state parks spreadsheet includes a column showing the number of miles of hiking trails in each state park. Which function can be applied to this column to determine total number of miles of hiking trails in all state parks?

A

minimum

**B**

maximum

**C**

average

**D**

sum



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Section 1 Question 16 of 18

16. Filter the State Parks Database to display only parks that are located in the Piedmont REGION and where swimming is available.

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| | PARK NAME | REGION | COUNTY | YEAR CREATED | VISITOR CENTER? | HISTORIC SITE? | SWIMMING? | HIKING TR |
|----|----------------------|----------|----------------------|--------------|-------------------------------------|-------------------------------------|-------------------------------------|-----------|
| 1 | Carolina Beach | Coast | New Hanover | 1969 | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| 2 | Cliffs of the Neuse | Coast | Wayne | 1945 | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | |
| 3 | Crowders Mountain | Piedmont | Gaston | 1974 | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| 4 | Eno River | Piedmont | Orange & Durham | 1975 | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | |
| 5 | Fort Macon | Coast | Carteret | 1936 | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | |
| 6 | Goose Creek | Coast | Beaufort | 1974 | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | |
| 7 | Gorges | Mountain | Transylvania | 1999 | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| 8 | Hammocks Beach | Coast | Onslow | 1964 | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | |
| 9 | Hanging Rock | Mountain | Stokes | 1936 | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | |
| 10 | Jockey's Ridge | Coast | Dare | 1975 | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | |
| 11 | Jones Lake | Coast | Bladen | 1939 | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | |
| 12 | Lake James | Mountain | McDowell & Burke | 1987 | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | |
| 13 | Lake Norman | Piedmont | Iredell | 1962 | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | |
| 14 | Lake Waccamaw | Coast | Columbus | 1976 | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| 15 | Lumber River | Coast | Robeson | 1989 | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| 16 | Medoc Mountain | Piedmont | Halifax | 1972 | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| 17 | Merchants Millpond | Coast | Gates | 1973 | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| 18 | Morrow Mountain | Piedmont | Stanly | 1939 | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | |
| 19 | Mount Jefferson | Mountain | Ashe | 1956 | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| 20 | Mount Mitchell | Mountain | Yancey | 1915 | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| 21 | New River | Mountain | Ashe & Alleghany | 1976 | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| 22 | Occoneechee Mountain | Piedmont | Orange | 1997 | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| 23 | Pettigrew | Coast | Washington & Tyrrell | 1939 | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | |
| 24 | Pilot Mountain | Mountain | Surry & Yadkin | 1968 | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| 25 | Raven Rock | Piedmont | Harnett | 1969 | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| 26 | Singletary Lake | Coast | Bladen | 1954 | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | |

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Section 1 Question 17 of 18

17. In the first paragraph of the article, bold only the names of the three regions into which the state is divided.

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State Parks in North Carolina

There are more than thirty state parks in North Carolina. These parks are located in three regions: Mountain, Piedmont, and Coast. The parks are distributed throughout the state in order to make them available to as many North Carolinians as possible.

The Division of Parks and Recreation maintains a website where you can learn more about these parks. Most of the parks permit hiking, fishing, and picnicking. About half of them permit swimming. At least eight are located at historic sites, and at least eleven include visitor centers.

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Section 1 Question 18 of 18

18. For Lake James State Park, create a formula in cell E4 that calculates the TOTAL ACREAGE based on the information given in columns D and F.

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| | A | B | C | D | E | F |
|----|-----------------|--------------------|--------------|----------------|---------------|--------------------------------|
| 1 | STATE PARK NAME | COUNTY | YEAR CREATED | TRAILS (MILES) | TOTAL ACREAGE | PARK ACREAGE PER MILE OF TRAIL |
| 2 | Gorges | Transylvania | 1999 | 24 | 7,092 | 295.50 |
| 3 | Hanging Rock | Stokes | 1936 | 18 | 6,962 | 386.78 |
| 4 | Lake James | McDowell & Burke | 1987 | 5 | | 121 |
| 5 | Mount Jefferson | Ashe | 1956 | 1 | 568 | 568 |
| 6 | New River | Ashe & Alleghany | 1976 | 3 | 1,590 | 530 |
| 7 | Pilot Mountain | Surry & Yadkin | 1968 | 13 | 3,703 | 284.85 |
| 8 | Stone Mountain | Wilkes & Alleghany | 1969 | 18 | 13,963 | 775.72 |
| 9 | | | | | | |
| 10 | | | | | | |
| 11 | | | | | | |

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SECTION 2



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Section 2 Question 1 of 18

1. John has completed his edits in Document 1 and only wants to keep Document 2 open. Close the window for Document 1.

File Help

Document 1

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Document 2

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Facts about North Carolina's Movie Industry

North Carolina ranks third nationally in revenues from film, television and commercial production and has held this position for the past 20 years. In 2004 the estimated revenues from 88 major productions brought in 235 million dollars.

North Carolina has a variable geography ranging from the seacoast, to the flat sandy pine forests of the coastal plain, to the hilly sections of the piedmont and sandhills, to the mountains. This wide variety of film locations allows the state to simulate almost any area of the United States and many foreign locations.

The state has hosted more than 800 motion pictures, 14 network and cable television series, and innumerable national and regional television commercials over the last 24 years. The estimated revenue from all of these productions is more than 6.75 billion dollars.

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Section 2 Question 2 of 18

2. Curtis belongs to an online movie rental club that requires a secure account. Curtis needs a user name and password to access his account on the website. Which of these options is **best** for ensuring the security of his password?

A

choose a password that is easy to guess, like a birthday or nickname

**B**

create an original password that is a random combination of letters and numbers

**C**

use a password that he is already using to access another secure online account

**D**

make the password identical to his user name



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Section 2 Question 3 of 18

3. In cell F17, calculate the average TOTAL REVENUE (MILLIONS) of all movies.

File Edit Insert Data Help



| | A | B | C | D | E | F |
|----|------------------|------|----------|-------------------------------|------------------------------------|-----------------------|
| 1 | NAME | YEAR | DIRECTOR | RATING (1 LOWEST, 10 HIGHEST) | OPENING WEEKEND REVENUE (MILLIONS) | TOTAL REVENUE (MILLIC |
| 2 | History Classics | 1971 | Davis | 9.00 | 6.20 | |
| 3 | A Sports Story | 1987 | Smith | 8.60 | 5.00 | |
| 4 | Life & Sunshine | 1999 | Jacob | 7.20 | 4.30 | |
| 5 | Family Tree | 2001 | Vincent | 8.40 | 4.60 | |
| 6 | Camping | 2002 | Smith | 9.00 | 6.00 | |
| 7 | Forever Friends | 2000 | Batts | 7.50 | 4.90 | |
| 8 | Wildlife | 1975 | Davis | 6.20 | 2.20 | |
| 9 | At Sea | 1982 | Jacob | 6.00 | 2.00 | |
| 10 | Champions | 1993 | Batts | 5.90 | 1.50 | |
| 11 | Comets | 2005 | Smith | 6.70 | 2.60 | |
| 12 | Pat's Vacation | 1974 | Vincent | 5.90 | 2.00 | |
| 13 | Stars | 1987 | Taylor | 6.60 | 2.30 | |
| 14 | USA | 2002 | Davis | 9.00 | 5.80 | |
| 15 | In Flight | 1993 | Taylor | 8.50 | 4.40 | |
| 16 | All Afternoon | 1971 | Smith | 6.80 | 3.00 | |
| 17 | | | | | | |
| 18 | | | | | | |

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Section 2 Question 4 of 18

4. A producer wants to view only the movies made after 1985 that had a total revenue of more than eight million dollars. Manipulate the database to display these results.

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| | NAME | YEAR | DIRECTOR | RATING(1 LOWEST, 10 HIGHEST) | OPENING WEEKEND REVENUE (MILLION) | TOTAL REVENUE (MILLION) |
|----|------------------|------|----------|------------------------------|-----------------------------------|-------------------------|
| 1 | History Classics | 1971 | Davis | 9.00 | \$6.20 | \$10.0 |
| 2 | A Sports Story | 1987 | Smith | 8.60 | \$5.00 | \$8.0 |
| 3 | Life & Sunshine | 1999 | Jacob | 7.20 | \$4.30 | \$7.0 |
| 4 | Family Tree | 2001 | Vincent | 8.40 | \$4.60 | \$7.0 |
| 5 | Camping | 2002 | Smith | 9.00 | \$6.00 | \$9.0 |
| 6 | Forever Friends | 2000 | Batts | 7.50 | \$4.90 | \$7.0 |
| 7 | Wildlife | 1975 | Davis | 6.20 | \$2.20 | \$5.0 |
| 8 | At Sea | 1982 | Jacobs | 6.00 | \$2.00 | \$5.0 |
| 9 | Champions | 1993 | Batts | 5.90 | \$1.50 | \$4.0 |
| 10 | Comets | 2005 | Smith | 6.70 | \$2.60 | \$6.0 |
| 11 | Pat's Vacation | 1974 | Vincent | 5.90 | \$2.00 | \$5.0 |
| 12 | Stars | 1987 | Taylor | 6.60 | \$2.30 | \$5.0 |
| 13 | USA | 2002 | Davis | 9.00 | \$5.80 | \$8.0 |
| 14 | In Flight | 1993 | Taylor | 8.50 | \$4.40 | \$7.0 |
| 15 | All Afternoon | 1971 | Smith | 6.80 | \$3.00 | \$6.0 |

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Section 2 Question 5 of 18

5. A video store manager wants to provide his customers with news about the latest videos. Why is using e-mail a better choice for the manager than videoconferencing or webconferencing?

A

E-mail is more readily available with fewer equipment needs.

**B**

E-mail provides real-time communication.

**C**

E-mail is a more secure method of communicating with customers.

**D**

E-mail provides the manager with instant feedback from his customers.



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Section 2 Question 6 of 18

6. Chris needs to combine two documents to complete his movie advertisement. Copy the paragraph in Document 2 and make it the second paragraph in Document 1. Make sure there is one blank line between the paragraphs. Then, minimize Document 2.

File Help

Document 2

File Edit Format Tools Insert Help

Document 1

File Edit Format Tools Insert Help

With movie week \$10 r

History Classics Movie Review

This 1971 classic makes history interesting. The different aspects of historical events shown in the film are very educational. History Classics can help students visualize important proceedings in North Carolina history. History Classics is now available on DVD.

Each purchase of History Classics is accompanied by a free History Classics board game. The value of the board game is \$24.99. This board game is great for helping students with North Carolina history.

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Section 2 Question 7 of 18

7. What is a benefit of using a word processing application when creating a newspaper article?

A

A word processing application automatically edits the text for content.



B

A word processing application allows the user to divide text into columns.



C

A word processing application automatically formats the document as a newspaper article.



D

A word processing application allows the user to translate the newspaper article into another language.



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END SECTION >>

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RESTORE

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Section 2 Question 8 of 18

8. Sort the spreadsheet by MAX. TEMPERATURE so that the highest temperature is displayed in row 2.

File Edit Insert Data Help



| | A | B | C | D | E | F |
|----|--------------|------------------|------------------|------------------|-----------|---|
| 1 | DATE | MAX. TEMPERATURE | MIN. TEMPERATURE | AVG. TEMPERATURE | DEW POINT | |
| 2 | September 16 | 62 | 55 | 59 | 56 | |
| 3 | September 17 | 72 | 58 | 65 | 60 | |
| 4 | September 18 | 73 | 59 | 66 | 60 | |
| 5 | September 19 | 77 | 60 | 69 | 60 | |
| 6 | September 20 | 79 | 65 | 72 | 67 | |
| 7 | September 21 | 69 | 56 | 63 | 61 | |
| 8 | September 22 | 75 | 62 | 69 | 61 | |
| 9 | September 23 | 83 | 66 | 75 | 65 | |
| 10 | September 24 | 71 | 65 | 68 | 66 | |
| 11 | September 25 | 71 | 66 | 69 | 66 | |
| 12 | September 26 | 78 | 61 | 70 | 66 | |
| 13 | September 27 | 76 | 66 | 71 | 67 | |
| 14 | September 28 | 73 | 68 | 71 | 67 | |
| 15 | September 29 | 69 | 59 | 64 | 61 | |
| 16 | September 30 | 74 | 65 | 70 | 67 | |
| 17 | | | | | | |
| 18 | | | | | | |

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Section 2 Question 9 of 18

9. In the database of North Carolina bird counts, rename the second field from GROUP to FAMILY. Then insert a new field named PERCENT INCREASE and select the Field Type to display whole numbers.

File Edit Insert Data Help



| | BIRD | GROUP | YEAR 1995 | YEAR 2000 |
|----|---------------------|---------------|-----------|-----------|
| 1 | American Bittern | Ardeidae | 99 | 111 |
| 2 | American Black Duck | Anatidae | 121 | 133 |
| 3 | American Kestrel | Falconidae | 23 | 35 |
| 4 | American Wigeon | Anatidae | 56 | 68 |
| 5 | American Woodcock | Scolopacinae | 123 | 135 |
| 6 | Broad-winged Hawk | Accipitridae | 12 | 24 |
| 7 | Bufflehead | Anatidae | 54 | 66 |
| 8 | Canada Goose | Anatidae | 45 | 57 |
| 9 | Canvasback | Anatidae | 11 | 23 |
| 10 | Carolina Wren | Troglodytidae | 145 | 157 |
| 11 | Common Snipe | Scolopacinae | 154 | 166 |
| 12 | Common Yellowthroat | Parulidae | 123 | 135 |
| 13 | Cooper's Hawk | Accipitridae | 34 | 46 |
| 14 | Downey Woodpecker | Picidae | 98 | 110 |
| 15 | Great Blue Heron | Ardeidae | 157 | 169 |
| 16 | Great Egret | Ardeidae | 34 | 46 |
| 17 | Greater Yellowlegs | Scolopacinae | 56 | 68 |
| 18 | Green Heron | Ardeidae | 32 | 44 |
| 19 | Green-winged Teal | Anatidae | 123 | 135 |
| 20 | Hairy Woodpecker | Picidae | 76 | 88 |
| 21 | House Wren | Troglodytidae | 34 | 46 |
| 22 | Killdeer | Charadriidae | 9 | 21 |
| 23 | Least Bittern | Ardeidae | 56 | 68 |
| 24 | Lesser Scaup | Anatidae | 23 | 35 |
| 25 | Mallard | Anatidae | 68 | 80 |
| 26 | Marsh Wren | Troglodytidae | 23 | 35 |

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Section 2 Question 10 of 18

10. Scientists working at an historic site entered information into a database about the items they found. Each item has information for NAME, QUANTITY FOUND, and DESCRIPTION. Which action would display the item with the largest number found at the top of the database?

A

sort the items by NAME in ascending order

**B**

sort the items by NAME in descending order

**C**

sort the items by QUANTITY FOUND in ascending order

**D**

sort the items by QUANTITY FOUND in descending order



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Section 2 Question 11 of 18

11. Nate often uses the Internet for research. Which of the following is the **best** way for Nate to handle information he finds on the Internet?

A

use the information and assume that it is not copyrighted

**B**

use endnotes and follow a specific format for citing sources

**C**

include only the names of the websites used for his reports

**D**

be very cautious and not use any material from the Internet



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Section 2 Question 12 of 18

12. What term is used for a slide already formatted with background, font size, color, and style?

A

paintbrush



B

template



C

storyboard



D

layout



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Section 2 Question 13 of 18

13. Susan has designed a website for her wildlife club. Which term **best** describes the starting page for the website?

A

front page

**B**

access page

**C**

home page

**D**

address page



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RESTORE

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Section 2 Question 14 of 18

14. Make three edits to the report about foxes: 1) Left align the entire report. 2) Change the font of the entire report to Verdana. 3) In the third sentence of the fourth paragraph, insert the word "can" between the word "they" and the word "get."

File Edit Format Insert Tools Help

Gray and Red Foxes in North Carolina

Both the gray and red fox live in North Carolina. The gray fox is a native, while the red fox was brought from England by fox hunters in the early eighteenth century.

Gray foxes have shorter legs and their fur is shorter which causes them to look smaller. They have a salt and pepper gray coloration with a dark streak down the back. Red foxes vary from a yellowish-orange to reddish-orange color. The tips of their lower legs and ears are black.

Gray fox tracks are similar to those of a domestic cat. They are different from those of a red fox because a red fox has fur between the toe and foot pads. These hairy feet were an adaptation to the cooler climates of Europe, and they leave behind an indistinct track.

Gray foxes thrive in the diverse habitats from the mountains to the coast. They prey on mice, rats, rabbits, and birds. When they get them, they eat wild fruits such as grapes and persimmons and agricultural crops like corn and peanuts. Red foxes eat the same foods. Both foxes prefer to hunt at night.

The home range for a gray fox varies from 70 acres to over 6,000 acres depending on how productive the land is in animal and plant resources. The average home range for the red fox varies from 1,200 to 5,000 acres.

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Section 2 Question 15 of 18

15. The database below provides information about mammal populations found in the Great Smoky Mountains National Park. Filter the database to determine which animals have a MAX. LENGTH longer than 60, a MAX. WEIGHT greater than 300, and a rare DISTRIBUTION IN PARK.

File Edit Insert Data Help



| | MAMMAL | MIN. LENGTH (IN.) | MAX. LENGTH (IN.) | MIN. WEIGHT (LB) | MAX. WEIGHT (LB) | DISTRIBUTION IN PARK |
|----|---------------------------|-------------------|-------------------|------------------|------------------|----------------------|
| 1 | Allegheny Woodrat | 14.00 | 17.00 | 0.44 | 0.80 | low |
| 2 | Beaver | 36.00 | 60.00 | 29.00 | 49.00 | low |
| 3 | Black Bear | 54.00 | 75.00 | 100.00 | 595.00 | low |
| 4 | Bobcat | 26.00 | 40.00 | 9.00 | 30.00 | common |
| 5 | Chipmunk | 8.75 | 10.00 | 0.16 | 0.31 | common |
| 6 | Coyote | 44.00 | 53.00 | 20.00 | 35.00 | low |
| 7 | Deer Mouse | 6.00 | 9.00 | 0.03 | 0.05 | common |
| 8 | Eastern Cottontail Rabbit | 16.00 | 17.00 | 2.00 | 4.00 | common |
| 9 | Eastern Gray Squirrel | 16.00 | 22.00 | 1.00 | 2.25 | common |
| 10 | Eastern Spotted Skunk | 17.00 | 23.00 | 1.00 | 3.00 | low |
| 11 | Elk | 81.00 | 117.00 | 450.00 | 1,089.00 | rare |
| 12 | European Wild Hog | 50.00 | 72.00 | 77.00 | 440.00 | low |
| 13 | Fox Squirrel | 19.00 | 28.00 | 1.25 | 3.25 | low |
| 14 | Gray Fox | 32.00 | 44.00 | 7.00 | 14.00 | common |
| 15 | Groundhog | 22.00 | 27.00 | 5.00 | 10.00 | common |
| 16 | Long-tailed Weasel | 13.00 | 17.00 | 3.00 | 10.00 | common |
| 17 | Mink | 21.00 | 26.00 | 1.00 | 3.00 | low |
| 18 | Mountain Lion | 70.00 | 105.00 | 100.00 | 220.00 | rare |
| 19 | Muskrat | 21.25 | 25.00 | 1.75 | 4.00 | common |
| 20 | Northern Flying Squirrel | 10.00 | 11.00 | 0.25 | 0.41 | low |
| 21 | Opossum | 24.00 | 35.00 | 3.00 | 8.00 | common |
| 22 | Raccoon | 25.00 | 41.00 | 10.00 | 20.00 | common |
| 23 | Red Fox | 35.00 | 42.00 | 6.00 | 15.00 | common |
| 24 | Red Squirrel | 10.00 | 14.00 | 0.44 | 0.55 | common |
| 25 | River Otter | 37.00 | 49.00 | 10.00 | 25.00 | rare |
| 26 | Southern Flying Squirrel | 8.00 | 10.50 | 0.09 | 0.22 | common |

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16. The spreadsheet below lists some of the smaller mammals found in Great Smoky Mountains National Park. In cell D16, insert the function to calculate the smallest value in the MIN. WEIGHT (LB) column. Then in cell E16, insert the function to calculate the greatest value in the MAX. WEIGHT (LB) column.

File Edit Insert Data Help



| | A | B | C | D | E | F | G |
|----|----------------------------|-------------------|-------------------|------------------|------------------|----------------------|---|
| 1 | MAMMAL | MIN. LENGTH (IN.) | MAX. LENGTH (IN.) | MIN. WEIGHT (LB) | MAX. WEIGHT (LB) | DISTRIBUTION IN PARK | |
| 2 | Chipmunk | 8.75 | 10.00 | 0.16 | 0.31 | common | |
| 3 | Long-tailed Weasel | 13.00 | 17.00 | 3.00 | 10.00 | common | |
| 4 | Mink | 21.00 | 26.00 | 1.00 | 3.00 | low | |
| 5 | Muskrat | 21.25 | 25.00 | 1.75 | 4.00 | common | |
| 6 | Opossum | 24.00 | 35.00 | 3.00 | 8.00 | common | |
| 7 | Rabbit, Appalachian | 14.00 | 18.00 | 2.00 | 3.25 | rare | |
| 8 | Rabbit, Eastern Cottontail | 16.00 | 17.00 | 2.00 | 4.00 | common | |
| 9 | Skunk, Eastern Spotted | 17.00 | 23.00 | 1.00 | 3.00 | low | |
| 10 | Skunk, Striped | 21.00 | 29.00 | 3.00 | 10.00 | common | |
| 11 | Squirrel, Eastern Gray | 16.00 | 22.00 | 1.00 | 2.25 | common | |
| 12 | Squirrel, Fox | 19.00 | 28.00 | 1.25 | 3.25 | low | |
| 13 | Squirrel, Northern Flying | 10.00 | 11.00 | 0.25 | 0.41 | low | |
| 14 | Squirrel, Red | 10.00 | 14.00 | 0.44 | 0.55 | common | |
| 15 | Squirrel, Southern Flying | 8.00 | 10.50 | 0.09 | 0.22 | common | |
| 16 | | | | | | | |
| 17 | | | | | | | |
| 18 | | | | | | | |
| 19 | | | | | | | |
| 20 | | | | | | | |
| 21 | | | | | | | |
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| 24 | | | | | | | |
| 25 | | | | | | | |



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Section 2 Question 17 of 18

17. Carlos needed to download a software extension in order to play a streaming video about the return of elks to the Great Smoky Mountains. What is the name for this software extension?

A

plug-in



B

application interface



C

backup file



D

server



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Section 2 Question 18 of 18

18. Tanya is using a spreadsheet to calculate how many members of her wildlife club can go on a camping trip. The number of members who can go depends on the amount of money raised at this year's fundraiser. What term **best** describes what Tanya is doing with the spreadsheet?

A

She is activating a cell.

**B**

She is testing "what if..." statements.

**C**

She is using logical operators.

**D**

She is formatting a column.



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SECTION 3



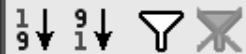
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Section 3 Question 1 of 18

1. Diane, a store manager, created a database of video games. She wants to group the games by system. Sort the SYSTEM column in ascending order.

File Edit Insert Data Help



| | NAME | SYSTEM | YEAR PRODUCED | RETAIL PRICE | COPIES SOLD | DESCRIPTION |
|----|--------------------|-------------|---------------|--------------|-------------|---|
| 1 | Astronauts | Mega | 2002 | \$49.99 | 17,544 | Virtual reality tour of the galaxy |
| 2 | Blue Skies | Listings | 2004 | \$35.99 | 13,894 | Flying various aircraft |
| 3 | Dinosaurs | Classics | 2001 | \$42.99 | 15,501 | Learning about dinosaurs |
| 4 | Gold Search | X-Squared | 1998 | \$32.99 | 16,842 | Mining for gold |
| 5 | Incredible Mission | Triple Cube | 2000 | \$49.99 | 22,200 | Solve Mysteries |
| 6 | Music Time | Sounds | 1997 | \$39.99 | 17,844 | Creating original songs |
| 7 | Nature Walk | Triple Cube | 2002 | \$46.99 | 20,855 | Virtual reality walk through parks |
| 8 | Ocean Quest | Mega | 1998 | \$33.99 | 12,944 | Explore the ocean |
| 9 | Outer Space | Classics | 2005 | \$52.99 | 10,550 | Discovering unknown planets |
| 10 | Race Track | Triple Cube | 1999 | \$39.99 | 10,000 | Car racing |
| 11 | Scavenger Hunt | Mega | 2000 | \$38.99 | 12,398 | Finding valuable hidden items |
| 12 | Shopping Spree | Listings | 2004 | \$36.99 | 15,250 | Shopping in malls |
| 13 | Soccer | X-Squared | 1999 | \$32.99 | 12,388 | Playing in soccer tournaments |
| 14 | Space Galaxy | Mega | 2004 | \$38.99 | 11,496 | Driving spaceships through the galaxy |
| 15 | Word Walk | X-Squared | 1999 | \$42.99 | 19,849 | Find the meaning of prefixes and suffixes |
| 16 | | | | | | |
| 17 | | | | | | |
| 18 | | | | | | |
| 19 | | | | | | |
| 20 | | | | | | |
| 21 | | | | | | |
| 22 | | | | | | |
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| 25 | | | | | | |
| 26 | | | | | | |

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Section 3 Question 2 of 18

2. Diane is updating her spreadsheet to list the most popular video games first. Sort the spreadsheet by COPIES SOLD in descending order.

File Edit Insert Data Help

| | A | B | C | D | E | F | G | H | I | J | K | L |
|----|--------------------|-------------|---------------|--------------|-------------|---|---|---|---|---|---|---|
| 1 | NAME | SYSTEM | YEAR PRODUCED | RETAIL PRICE | COPIES SOLD | | | | | | | |
| 2 | Astronauts | Mega | 2002 | \$49.99 | 17,544 | | | | | | | |
| 3 | Blue Skies | Listings | 2004 | \$35.99 | 13,894 | | | | | | | |
| 4 | Dinosaurs | Classics | 2001 | \$42.99 | 15,501 | | | | | | | |
| 5 | Gold Search | X-Squared | 1998 | \$32.99 | 16,842 | | | | | | | |
| 6 | Incredible Mission | Triple Cube | 2000 | \$49.99 | 20,200 | | | | | | | |
| 7 | Music Time | Sounds | 1997 | \$39.99 | 17,844 | | | | | | | |
| 8 | Nature Walk | Triple Cube | 2002 | \$46.99 | 20,855 | | | | | | | |
| 9 | Ocean Quest | Mega | 1998 | \$33.99 | 12,944 | | | | | | | |
| 10 | Outer Space | Classics | 2005 | \$52.99 | 10,550 | | | | | | | |
| 11 | Race Track | Triple Cube | 1999 | \$39.99 | 10,000 | | | | | | | |
| 12 | Scavenger Hunt | Mega | 2000 | \$38.99 | 12,398 | | | | | | | |
| 13 | Shopping Spree | Listings | 2004 | \$36.99 | 15,250 | | | | | | | |
| 14 | Soccer | X-Squared | 1999 | \$32.99 | 12,388 | | | | | | | |
| 15 | Space Galaxy | Mega | 2004 | \$38.99 | 11,496 | | | | | | | |
| 16 | Word Walk | X-Squared | 1999 | \$42.99 | 19,849 | | | | | | | |
| 17 | | | | | | | | | | | | |
| 18 | | | | | | | | | | | | |
| 19 | | | | | | | | | | | | |
| 20 | | | | | | | | | | | | |
| 21 | | | | | | | | | | | | |
| 22 | | | | | | | | | | | | |
| 23 | | | | | | | | | | | | |
| 24 | | | | | | | | | | | | |
| 25 | | | | | | | | | | | | |

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Section 3 Question 3 of 18

3. Martha is e-mailing her video game order. Key in, `ordervideos@shop.com`, in the appropriate box and send the e-mail.

File Options Help



From: martha@bigmail.net

To:

CC:

Subject: Video Game Order

Attachments



Message

| Name of Game | Price | Quantity | Total |
|--------------|---------|-----------------------|---------|
| Blue Skies | \$35.99 | 1 | \$35.99 |
| Nature Walk | \$46.99 | 1 | \$46.99 |
| | | Subtotal | \$82.98 |
| | | Shipping and Handling | \$ 5.00 |
| | | Total | \$87.98 |

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Section 3 Question 4 of 18

4. Sam wants to combine two video game lists into one document. Combine the data by copying the information from Document 2 and pasting it directly below the text in Document 1. Do not add any additional line spaces. Then, close the Document 2 window.

File Help

Document 1



File Edit Format Tools Insert Help



Video Game List

Music Time - Sounds
Blue Sky - Listings
Incredible Mission - Triple Cube
Work Walk - X Squared
Outer Space - Classics
Nature Walk - Triple Cube

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Section 3 Question 5 of 18

5. The price of a video game is in cell B12 of a spreadsheet. What formula would Bob enter in a different cell to calculate the total price of the video game including 7% sales tax?

A $=B12*1.07$ **B** $=B12*0.07$ **C** $=B12+0.07$ **D** $=B12+7$ 

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Section 3 Question 6 of 18

6. Add a field named CAPITAL to this database. Select the proper Field Type.

File Edit Insert Data Help



| | COUNTRY | POPULATION (MILLIONS) | MAJOR LANGUAGES |
|----|----------------|-----------------------|-------------------------------|
| 1 | Albania | 3.00 | Albanian |
| 2 | Armenia | 3.30 | Armenian |
| 3 | Austria | 8.00 | German |
| 4 | Belgium | 10.00 | Flemish, French |
| 5 | Bulgaria | 9.00 | Bulgarian |
| 6 | Czech Republic | 10.40 | Czech |
| 7 | Denmark | 5.00 | Danish |
| 8 | Finland | 5.00 | Finnish, Swedish |
| 9 | France | 55.00 | French |
| 10 | Germany | 77.00 | German |
| 11 | Greece | 10.00 | Greek |
| 12 | Hungary | 11.00 | Hungarian |
| 13 | Iceland | 0.25 | Icelandic |
| 14 | Ireland | 4.00 | Irish, English |
| 15 | Italy | 58.00 | Italian |
| 16 | Latvia | 2.68 | Latvian |
| 17 | Liechtenstein | 0.03 | German |
| 18 | Lithuania | 3.75 | Lithuanian |
| 19 | Luxembourg | 0.37 | Luxembourgish, German, French |
| 20 | Moldavia | 4.30 | Romanian, Ukrainian |
| 21 | Netherlands | 14.00 | Dutch |
| 22 | Norway | 4.00 | Norwegian, Lapp |
| 23 | Poland | 38.00 | Polish |
| 24 | Portugal | 10.00 | Portuguese |
| 25 | Romania | 23.00 | Romanian, Hungarian |

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Section 3 Question 7 of 18

7. Eduardo is studying electricity in his science class. What type of interactive technology allows Eduardo to select a video with sound effects and conduct investigations about completing electrical circuits?

A

spreadsheet

**B**

multimedia

**C**

word processor

**D**

database



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Section 3 Question 8 of 18

8. Mary needs to identify the active cell in a spreadsheet. Which **best** describes the active cell in a spreadsheet?

A

the cell that contains a formula

**B**

the last cell in the last column

**C**

the cell that is highlighted

**D**

the first cell in the first column



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Section 3 Question 9 of 18

9. Which is necessary when establishing a website?

A

discussion forum



B

Intranet



C

private network



D

IP address



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Section 3 Question 10 of 18

10. Robert's user account gives him limited access to the school network. He needs additional access to complete a science project. Who has the authority to provide additional access to the network?

A

a system administrator



B

a parent or guardian



C

network users with passwords



D

Internet service provider



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Section 3 Question 11 of 18

11. Using this nutrition database: (1) filter to display only foods with CALORIES greater than 300 units and VITAMIN A greater than 60 units; (2) sort the filtered results to display the food with the greatest number of CALCIUM units at the top.

File Edit Insert Data Help



| | TYPE | FOOD NAME | CALORIES | PROTEIN | FAT | CARBOHYDRATE | CALCIUM | IRON | SODIUM | VITAMIN A | THIAMIN |
|----|-----------|------------------------|----------|---------|-------|--------------|---------|------|--------|-----------|---------|
| 1 | Fruit | Apricot, canned | 97 | 0.70 | 0.10 | 25.00 | 12 | 0.30 | 1 | 1,977 | 0.02 |
| 2 | Fruit | Apricot, raw | 55 | 1.10 | 0.20 | 13.60 | 18 | 0.50 | 1 | 2,877 | 0.06 |
| 3 | Dessert | Brownie | 550 | 7.40 | 35.80 | 57.90 | 45 | 2.30 | 284 | 227 | 0.23 |
| 4 | Dessert | Cake, yellow | 382 | 4.70 | 12.80 | 65.40 | 104 | 0.70 | 258 | 160 | 0.02 |
| 5 | Snack | Cheese cracker | 543 | 12.70 | 24.20 | 68.60 | 381 | 1.00 | 1,179 | 410 | 0.03 |
| 6 | Fruit | Cherry, sweet | 72 | 1.30 | 0.30 | 17.80 | 23 | 0.40 | 2 | 114 | 0.05 |
| 7 | Dessert | Cookie, chocolate chip | 585 | 6.20 | 34.10 | 68.10 | 40 | 2.30 | 394 | 114 | 0.11 |
| 8 | Dessert | Cookie, fig bar | 406 | 4.40 | 6.30 | 85.50 | 89 | 1.10 | 286 | 125 | 0.04 |
| 9 | Dessert | Cookie, ginger snap | 476 | 6.20 | 10.10 | 90.50 | 83 | 2.60 | 648 | 80 | 0.04 |
| 10 | Fruit | Date, whole | 270 | 2.20 | 0.50 | 72.00 | 58 | 3.00 | 1 | 50 | 0.09 |
| 11 | Dessert | Doughnut, cake, plain | 444 | 5.30 | 21.10 | 58.30 | 45 | 1.60 | 569 | 98 | 0.18 |
| 12 | Fruit | Fruit cocktail, canned | 86 | 0.40 | 0.10 | 22.40 | 10 | 0.40 | 6 | 158 | 0.02 |
| 13 | Dessert | Gingerbread | 313 | 3.60 | 7.70 | 58.00 | 103 | 1.80 | 346 | 0 | 0.04 |
| 14 | Snack | Graham cracker | 539 | 5.80 | 26.60 | 77.00 | 128 | 3.00 | 462 | 68 | 0.08 |
| 15 | Fruit | Grape, seedless | 77 | 0.70 | 0.50 | 19.70 | 14 | 0.50 | 5 | 114 | 0.07 |
| 16 | Fruit | Grapefruit | 23 | 0.30 | 0.10 | 5.90 | 9 | 0.20 | 1 | 45 | 0.02 |
| 17 | Breakfast | Oatmeal, cooked | 62 | 2.30 | 1.10 | 11.00 | 10 | 0.70 | 247 | 0 | 0.09 |
| 18 | Fruit | Olive, ripe | 126 | 1.00 | 13.40 | 2.50 | 83 | 1.70 | 795 | 62 | 0.00 |
| 19 | Fruit | Orange | 40 | 0.80 | 0.20 | 10.10 | 34 | 0.30 | 1 | 164 | 0.08 |
| 20 | Breakfast | Pancake, from mix | 256 | 8.00 | 8.40 | 36.60 | 244 | 1.30 | 639 | 294 | 0.11 |
| 21 | Fruit | Peach, frozen | 100 | 0.40 | 0.10 | 25.70 | 4 | 0.60 | 2 | 739 | 0.03 |
| 22 | Fruit | Peach, raw | 33 | 0.50 | 0.10 | 8.40 | 8 | 0.50 | 1 | 1,148 | 0.02 |
| 23 | Dessert | Pie, apple | 291 | 2.50 | 12.60 | 43.20 | 9 | 0.30 | 342 | 34 | 0.02 |
| 24 | Dessert | Pie, mince | 308 | 2.80 | 13.10 | 46.80 | 32 | 1.10 | 509 | 2 | 0.08 |
| 25 | Dessert | Pie, pecan | 474 | 5.80 | 26.00 | 58.20 | 51 | 3.20 | 251 | 182 | 0.18 |
| 26 | Snack | Popcorn, unsalted | 435 | 15.10 | 5.70 | 87.00 | 19 | 3.80 | 0 | 0 | 0.00 |

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Go to the next item

END SECTION >>

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Section 3 Question 12 of 18

12. Betty wrote a report about Eno River State Park. She obtained her information from several different websites. She wants to cite all her sources of information. To accomplish this, which of the following does Betty need?

A

a bibliography

**B**

a copyright

**C**

a patent

**D**

a trademark



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Section 3 Question 13 of 18

13. Update the inventory spreadsheet: (1) Change the NUMBER IN STOCK for pencils to 150 and calendars to 65. (2) Create a horizontal bar chart based only on the NUMBER IN STOCK for all items. Enter "Inventory" for the chart Title, "Totals" for the X-Axis Label, and "Items" for the Y-Axis Label.

File Edit Insert Data Help



| | A | B | C | D | E | F | G | H | I | J | K |
|----|------------|------------|---------------|-----------------|--------------|-------------|---|---|---|---|---|
| 1 | ITEM | UNIT PRICE | NUMBER NEEDED | NUMBER IN STOCK | ORDER AMOUNT | TOTAL PRICE | | | | | |
| 2 | Pencil | \$0.29 | 350 | 175 | 175 | \$50.75 | | | | | |
| 3 | Pen | \$0.35 | 275 | 250 | 25 | \$8.75 | | | | | |
| 4 | Notebook | \$1.35 | 300 | 125 | 175 | \$236.25 | | | | | |
| 5 | Ruler | \$0.50 | 750 | 500 | 250 | \$125.00 | | | | | |
| 6 | Calculator | \$59.99 | 180 | 90 | 90 | \$5,399.10 | | | | | |
| 7 | Calendar | \$5.99 | 75 | 70 | 5 | \$29.95 | | | | | |
| 8 | Paper | \$8.99 | 400 | 215 | 185 | \$1,663.15 | | | | | |
| 9 | Bookbag | \$25.99 | 100 | 75 | 25 | \$649.75 | | | | | |
| 10 | CD-RW | \$2.99 | 550 | 369 | 181 | \$541.19 | | | | | |
| 11 | CD-W | \$1.99 | 500 | 400 | 100 | \$199.00 | | | | | |
| 12 | Notepad | \$4.99 | 900 | 742 | 158 | \$788.42 | | | | | |
| 13 | | | | | | | | | | | |
| 14 | | | | | | | | | | | |
| 15 | | | | | | | | | | | |
| 16 | | | | | | | | | | | |
| 17 | | | | | | | | | | | |
| 18 | | | | | | | | | | | |
| 19 | | | | | | | | | | | |
| 20 | | | | | | | | | | | |
| 21 | | | | | | | | | | | |
| 22 | | | | | | | | | | | |
| 23 | | | | | | | | | | | |
| 24 | | | | | | | | | | | |
| 25 | | | | | | | | | | | |

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Section 3 Question 14 of 18

14. Complete the report about Topsail Island by inserting the "North_Carolina" image at the bottom of the report. Center both the report title and the image.

File Edit Format Insert Tools Help

 Verdana **b** *i* u

How Topsail Island Got its Name

The island is located along the southern coast of North Carolina between what is now Wilmington and Morehead City. In the early 1700s, pirates used to roam the coast of North Carolina. They would hide their ships in the channels between the island and the mainland, waiting for merchant ships to pass by. The lookouts for the merchant ships started to look for the top of the sails of the pirate ships on the other side of the island. Soon it came to be called Topsail Island.

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Section 3 Question 15 of 18

15. Nick's music database has fields for COMPANY, ALBUM, DATE, MUSICIAN, MEDIA TYPE, and COST. Which is the **best** data type for the COST field?

A

number

**B**

text

**C**

money

**D**

date



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Section 3 Question 16 of 18

16. The band director is posting an embedded MP3 sound file of the band concert, along with images of the band, on the school website. Which is a benefit of using multimedia on the school's website?

A

Viewers of the website could become dissatisfied if the multimedia files take too long to download.



B

Multimedia technology is always changing with new sound files and image formats.



C

The sound and images may not be compatible with older computers.



D

The sound and images would help to make the website more interesting.



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Section 3 Question 17 of 18

17. Update the music spreadsheet: (1) Sort by MEDIA TYPE in ascending order. (2) Insert a new row between the last CD and the first DVD. (3) In cell F10 in the new row, calculate the total RETAIL PRICE for the CDs.

File Edit Insert Data Help



| | A | B | C | D | E | F | G | H |
|----|-----------|-------------|------|------------|------------------|--------------|---|---|
| 1 | PERFORMER | ALBUM TITLE | YEAR | MEDIA TYPE | LENGTH (MINUTES) | RETAIL PRICE | | |
| 2 | EW&F | Wonderland | 1962 | DVD | 90 | \$24.98 | | |
| 3 | Nina | Sixteen | 1976 | CD | 60 | \$19.99 | | |
| 4 | Plasma | Trees | 2001 | CD | 100 | \$25.99 | | |
| 5 | Halley | Smile | 1971 | DVD | 102 | \$24.99 | | |
| 6 | Nina | Flash | 1977 | CD | 90 | \$25.99 | | |
| 7 | EW&F | August | 2005 | DVD | 90 | \$32.99 | | |
| 8 | Plasma | Believe | 2000 | DVD | 90 | \$15.98 | | |
| 9 | Halley | One | 2000 | CD | 58 | \$13.99 | | |
| 10 | Nina | Mountain | 1983 | DVD | 113 | \$30.99 | | |
| 11 | EW&F | Star | 2004 | CD | 60 | \$12.99 | | |
| 12 | Plasma | Heart | 1998 | DVD | 120 | \$35.99 | | |
| 13 | Halley | Family | 1984 | CD | 65 | \$12.99 | | |
| 14 | EW&F | My Feelings | 1980 | CD | 60 | \$15.99 | | |
| 15 | Nina | The River | 2003 | CD | 100 | \$26.99 | | |
| 16 | Plasma | Rainbow | 1999 | DVD | 108 | \$30.99 | | |
| 17 | | | | | | | | |
| 18 | | | | | | | | |

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Section 3 Question 18 of 18

18. The music group Rockaway created a music video for their newest song. They want this video to be available on their website. Which is the **best** way to connect this video to their website?

A

create a hyperlink to the video

**B**

create an audio clip to the video

**C**

create a button to the video

**D**

create a description of the video



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END SECTION >>

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End of Computer Skills Test

RELEASED

**North Carolina Online Test of Computer Skills
Form D RELEASED Fall 2009
Answer Key**

| Section | Item Number | Correct Answer | Goal |
|---------|-------------|----------------|--|
| 1 | 1 | D | Telecommunications/Internet |
| 1 | 2 | C | Societal/Ethical Issues |
| 1 | 3 | A | Multimedia/Presentation |
| 1 | 4 | B | Multimedia/Presentation |
| 1 | 5 | C | Keyboard Utilization/Word Processing/Desk Top Publishing |
| 1 | 6 | N/A | Database |
| 1 | 7 | N/A | Keyboard Utilization/Word Processing/Desk Top Publishing |
| 1 | 8 | D | Societal/Ethical Issues |
| 1 | 9 | N/A | Database |
| 1 | 10 | N/A | Spreadsheet |
| 1 | 11 | N/A | Spreadsheet |
| 1 | 12 | C | Telecommunications/Internet |
| 1 | 13 | D | Keyboard Utilization/Word Processing/Desk Top Publishing |
| 1 | 14 | N/A | Database |
| 1 | 15 | D | Spreadsheet |
| 1 | 16 | N/A | Database |
| 1 | 17 | N/A | Keyboard Utilization/Word Processing/Desk Top Publishing |
| 1 | 18 | N/A | Spreadsheet |
| 2 | 1 | N/A | Societal/Ethical Issues |
| 2 | 2 | B | Telecommunications/Internet |
| 2 | 3 | N/A | Spreadsheet |
| 2 | 4 | N/A | Database |
| 2 | 5 | A | Telecommunications/Internet |
| 2 | 6 | N/A | Keyboard Utilization/Word Processing/Desk Top Publishing |
| 2 | 7 | B | Keyboard Utilization/Word Processing/Desk Top Publishing |
| 2 | 8 | N/A | Spreadsheet |
| 2 | 9 | N/A | Database |
| 2 | 10 | D | Database |
| 2 | 11 | B | Societal/Ethical Issues |
| 2 | 12 | B | Multimedia/Presentation |
| 2 | 13 | C | Societal/Ethical Issues |
| 2 | 14 | N/A | Keyboard Utilization/Word Processing/Desk Top Publishing |
| 2 | 15 | N/A | Database |
| 2 | 16 | N/A | Spreadsheet |
| 2 | 17 | A | Multimedia/Presentation |
| 2 | 18 | B | Spreadsheet |
| 3 | 1 | N/A | Database |
| 3 | 2 | N/A | Spreadsheet |
| 3 | 3 | N/A | Telecommunications/Internet |
| 3 | 4 | N/A | Keyboard Utilization/Word Processing/Desk Top Publishing |
| 3 | 5 | A | Spreadsheet |

**North Carolina Online Test of Computer Skills
Form D RELEASED Fall 2009
Answer Key**

| | | | |
|---|----|-----|--|
| 3 | 6 | N/A | Database |
| 3 | 7 | B | Societal/Ethical Issues |
| 3 | 8 | C | Spreadsheet |
| 3 | 9 | D | Telecommunications/Internet |
| 3 | 10 | A | Societal/Ethical Issues |
| 3 | 11 | N/A | Database |
| 3 | 12 | A | Keyboard Utilization/Word Processing/Desk Top Publishing |
| 3 | 13 | N/A | Spreadsheet |
| 3 | 14 | N/A | Keyboard Utilization/Word Processing/Desk Top Publishing |
| 3 | 15 | C | Database |
| 3 | 16 | D | Multimedia/Presentation |
| 3 | 17 | N/A | Spreadsheet |
| 3 | 18 | A | Multimedia/Presentation |

**North Carolina Test of Online Computer Skills
Form D RELEASED Fall 2009
Raw to Scale Score Conversion**

| Raw Score | Scale Score |
|------------------|--------------------|
| 0 | 122 |
| 1 | 123 |
| 2 | 124 |
| 3 | 125 |
| 4 | 126 |
| 5 | 127 |
| 6 | 129 |
| 7 | 130 |
| 8 | 131 |
| 9 | 133 |
| 10 | 134 |
| 11 | 135 |
| 12 | 137 |
| 13 | 138 |
| 14 | 139 |
| 15 | 140 |
| 16 | 141 |
| 17 | 142 |
| 18 | 143 |
| 19 | 144 |
| 20 | 144 |
| 21 | 145 |
| 22 | 146 |
| 23 | 147 |
| 24 | 148 |
| 25 | 148 |
| 26 | 149 |
| 27 | 150 |
| 28 | 150 |
| 29 | 151 |
| 30 | 152 |
| 31 | 153 |
| 32 | 153 |
| 33 | 154 |
| 34 | 155 |
| 35 | 155 |
| 36 | 156 |
| 37 | 157 |
| 38 | 157 |
| 39 | 158 |
| 40 | 159 |
| 41 | 160 |

**North Carolina Test of Online Computer Skills
Form D RELEASED Fall 2009
Raw to Scale Score Conversion**

| | |
|----|-----|
| 42 | 161 |
| 43 | 162 |
| 44 | 163 |
| 45 | 164 |
| 46 | 165 |
| 47 | 166 |
| 48 | 167 |
| 49 | 168 |
| 50 | 170 |
| 51 | 172 |
| 52 | 174 |
| 53 | 176 |
| 54 | 179 |