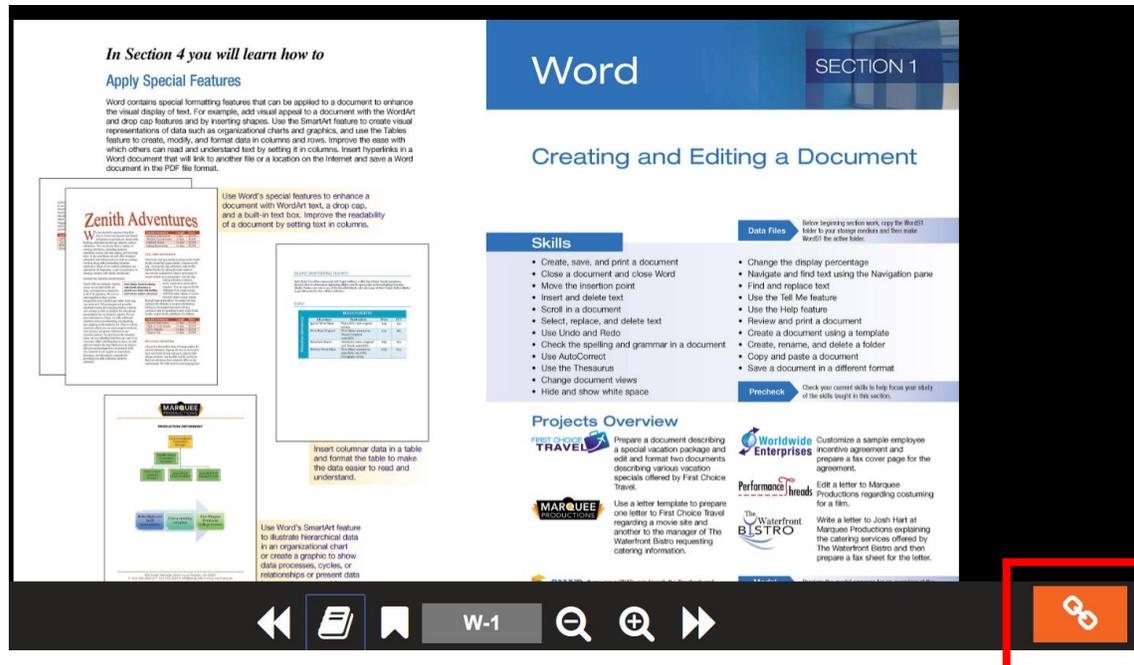


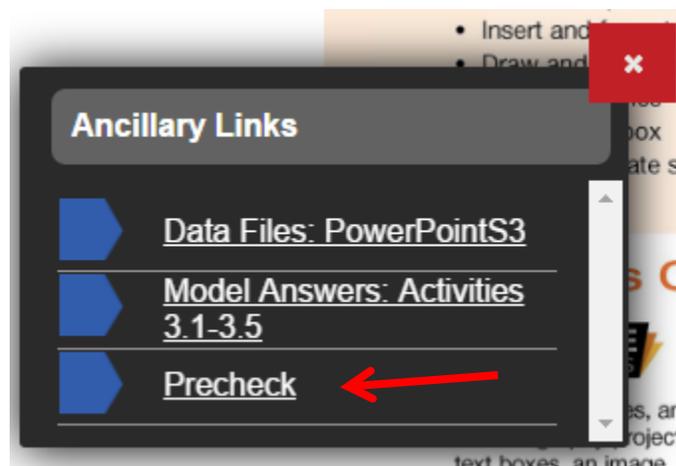
Quizzing Center Student User Guide

The Quizzing Center is a web-based quiz site integrated with your Paradigm eBook. It provides you with the opportunity to take quizzes offered either through Paradigm’s Quizzing Center course or through a course set up by your instructor. To use the site, take the following steps:

1. Access the Quizzing Center quiz site by clicking the Links button on your eBook toolbar.



2. When you click the Links button and access the Ancillary Links pop-up menu for a given page, if there is an Quizzing Center quiz aligned to that page it will be displayed on the menu. The “Precheck” quiz link shown below is an example.



3. When you click the quiz link, you are taken to the Quizzing Center quiz site. If this is your first time accessing a Quizzing Center course, enter your first name, last name, and email address, and then click *Save*.

INTERNET RESOURCE

Email address*

First name*

Last name*

Save

Cancel

4. Whether you are new to the Quizzing Center quiz site, or accessing the quiz site for the first time for a given book, you will see a course enrollment page.

ENROLLMENT

Enrollment options

Enrollment key* Unmask

Note: If your instructor has not provided you with an enrollment key as part of your class, enroll in the Paradigm course by typing paradigm.

Enroll me

There are required fields in this form marked *.

At this page, either enter—

- 1) the enrollment key **paradigm** for the Paradigm course.
- 2) an enrollment key provided by your instructor for his or her own course.

You only need to enter the enrollment key once. After that when you click a link, you will be taken directly to the linked quiz.

5. Click the *Enroll me* button, which will take you to the Launch page for the linked quiz.

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Word Chapter 1 Precheck

Note: If you are a SNAP user, go to your SNAP Assignments page to complete this assessment.

Choose the best answer.

Attempts allowed: 1

Attempt quiz now

- Click *Attempt quiz now*, and take the quiz, which is made up of multiple choice, T/F, or matching questions. Precheck quizzes are scheduled for one attempt, allowing you to test your knowledge before reading the textbook. Other quizzes can be taken as many times as you wish.

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Question 10

Not yet answered

Marked out of 1.00

Flag question

What two features are used for comparing nonadjacent columns of data?

Select one:

- a. hide and freeze
- b. cut and paste
- c. cut and freeze
- d. copy and paste

Next

- When you have provided answers to all the questions you can, click the Submit all and finish button. A report page showing the results of your quiz is displayed.
- When you have finished reviewing the page, scroll to the bottom of it and click the [Finish Review](#) link, and then click the *Back to the course* button.

BENCHMARK SERIES: MICROSOFT OFFICE 2016 DEFAULT COURSE: DO NOT DELETE

Started on	Wednesday, November 9, 2016, 4:14 PM
State	Finished
Completed on	Wednesday, November 9, 2016, 4:18 PM
Time taken	3 mins 50 secs
Grade	6.00 out of 30.00 (20%)

Question 1

Incorrect

Mark 0.00 out of 1.00

Flag question

When adding fields in Datasheet view, the new fields are added ____ existing fields.

Select one:

- a. below ✗ Incorrect
- b. to the left of
- c. to the right of
- d. above

Access Level 1, page 13

The correct answer is: to the right of

Question 2

Correct

Mark 1.00 out of 1.00

Flag question

A list of all of the database objects in the database displays in the

Select one:

- a. Navigation pane. ✓ Correct
- b. ribbon.
- c. Status bar.
- d. Title bar.

Access Level 1, page 7

The correct answer is: Navigation pane.

2...

9. Your quiz results are also sent to the grade book of either the Paradigm course or the instructor-directed course. You can see your scores and grades by clicking the arrow next to Course Administration in the ADMINISTRATION menu and then clicking Grades.

