

Top Margin 2 cm. Left & right margin 3cm

Text highlighted in grey indicates capital letters

Arial, 20 points, bold, centred

Font for body text is Arial, 12 point

# My Computer Pre-entry Test

## Why do a test in the first place?

Headings Arial, 14 point, bold, left aligned

Paragraph is justified

Computers and word processing play a major part in policing. I know it is important that any potential applicant should have a better than average ability with Microsoft Word. Highly qualified computer instructors at the Academy will quickly improve my existing skills but time constraints do not allow for them to teach me the basics.

Italics

It is not enough for me to say "*I work with computers every day*" when preparing for the computer exam.

**Those who take this attitude frequently fail, waste time and delay the selection process.**

Arial, 12 points, Bold, Centred

I should look at the list of computer competencies distributed by Police Recruiting and the Computer Training Section, to determine extra skills required for policing that I don't regularly use.

## What sort of test will I get?

Underlined text

Part 1 relates to my knowledge of Microsoft Word 2010

I will be required to open an existing unformatted document containing raw text from a network connected folder. I will have 30 minutes to reformat and change this raw text into a formatted document to match a printed copy given to me.

I will be required to address such issues as:

- The MARGINS around the outside of the document,
- The ALIGNMENT of the text,
- The FONT SIZE and STYLE.

Bullets in correct order, left aligned to margin and 1.5 line spacing

## How will I do it?

1. If I am methodical in my approach, it should be an easy matter to change the margins, highlight all text and change the alignment to a common side.
2. I should convert all text to the most appropriate overall style, usually Arial 12 pts.
3. I should cut and paste or drag and drop text into the appropriate order.

Numbered paragraphs in correct order

4. I should be able to determine whether paragraphs are single, 1.5 or double line spaced. **I should not under any circumstances insert paragraph breaks to wrap long paragraphs** but allow the word processor to do the work for me. I must proofread my work and I may be required to manually type in missing words.
5. Short cut keys such as **Shift F3**, allows text to be changed to Initial Capitals, UPPER CASE or lower case.
6. Finally all that is required is for me to use toolbars and menu items to make appropriate changes to Font, Style, Size, Paragraph Alignment, Borders, Shading, Bullet Points, Numbered Paragraphs and Hanging Indents to highlight and improve the look of the text.

You may need to re-format some text to Times New Roman. Notice the difference in the following paragraph:

Part 2 consists of a speed & accuracy typing test

Underlined text, Times New Roman, 12 points

- Applicants are instructed to open a blank typing document located in the **Word Tests** folder.
- Five minutes is allocated for the typing test. At the end of 5 minutes applicants are to stop typing and save their document.
- Applicants are given a document containing the text they are required to type. Each applicant must type the text displayed within the allocated time frame with *minimal* errors and as many words as possible.
- A pass mark of 26wpm with 96% accuracy must be obtained in order to meet the minimal entry requirements.

Bold

Bullets in correct order

Italics

Arial 14 points, Bold, Centred

Centred text

## How will I be assessed?

I will be required to print out and save my work into the network folder under my surname. Assessors will examine both the computer version and printed version to compare them to the exam copy. Points will be deducted for inaccuracies. If I do not obtain the pass mark of 15/20 or 75% I will be deemed to have not met the minimum entry requirements into the South Australia Police.

- **The police are not looking for computer gurus, but people who have a good working knowledge of Windows and Word.**
- **Having this knowledge allows me to use the computer as a tool as opposed to a task in itself.**
- **I can then have more time to do other things and enjoy the social interaction at the Academy.**

(Insert Name) then remove brackets

Insert today's date

Bullets in correct order, left aligned and Bold