



**Georgia Assessments for the
Certification of Educators®**

PREPARATION GUIDE

**Computer Skill
Competency**





**Georgia Assessments for the
Certification of Educators®**

COMPUTER SKILL COMPETENCY

TABLE OF CONTENTS

SECTION 1

- **Preparing for the Test** **1-1**
Understanding the Design and Content of the Test
Strategies for Success on the Day of the Test

SECTION 2

- **Sample Questions** **2-1**
Questions
Annotated Answer Key

Readers should be advised that this preparation guide, including many of the excerpts used herein, is protected by federal copyright law.

Copyright © 2007 Pearson Education, Inc. or its affiliate(s). All rights reserved.
National Evaluation Systems, P.O. Box 226, Amherst, MA 01004

Georgia Assessments for the Certification of Educators, GACE, and the GACE logo are trademarks, in the U.S. and/or other countries, of the Georgia Professional Standards Commission and Pearson Education, Inc. or its affiliate(s).

NES and its logo are trademarks in the U.S. and/or other countries of Pearson Education, Inc. or its affiliate(s).



SECTION I

PREPARING FOR THE TEST

Section I of this preparation guide is contained in a separate PDF file. Click the link below to view or print this section:

[Preparing for the Test](#)



SECTION 2

SAMPLE QUESTIONS

This section of the Georgia Assessments for the Certification of Educators® (GACE®) Preparation Guide provides sample selected-response questions with an annotated answer key for you to review as part of your preparation for the test. The sample selected-response questions are designed to illustrate the nature of the test questions. Work through the questions carefully before referring to the annotated answer key, which follows the sample selected-response questions. The answer key provides the correct response to each question, describes why each correct response is the best answer, and lists the objective within the test framework to which each question is linked.

Section 2: Sample Questions

QUESTIONS

1. Which of the following tasks would typically be carried out using a computer's operating system?
 - A. creating a new folder for storing files
 - B. adjusting the contrast and brightness of a digital photograph
 - C. adding background music to a short video
 - D. changing the fonts in a word processing document

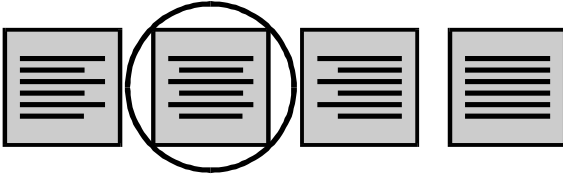
2. When working on a computer connected to a network, which of the following is an advantage of storing files on the network drive rather than on the computer's local drive?
 - A. Retrieving files from a network drive is more efficient than retrieval from a local drive.
 - B. Saving files to a network drive is faster than saving them to a local drive.
 - C. Files are easier to share with other users when the files are stored on a network drive.
 - D. Files take up less memory space on a network drive than on a local drive.

3. Which of the following actions by a teacher who is using the school's computer system would most likely be a violation of a school's acceptable use policy (AUP)?
 - A. communicating with parents and guardians about upcoming school events
 - B. undertaking commercial activities for personal financial gain
 - C. forwarding to other teachers information about a school board meeting
 - D. ordering school supplies from a commercial Internet site

4. Students are creating a Web page and have asked the teacher what materials they can take from other Web sites to use on their own sites. Which of the following would be the most appropriate response to this question?
- A. Anything published on the Web can be used as long as a link is provided to the original site.
 - B. Graphic images downloaded from a Web site can be used as long as they are not modified.
 - C. Text from a Web site can be used but graphic images are copyright protected.
 - D. Assume that any material on the Web is copyright protected unless otherwise indicated.
5. A teacher in one school wants to send as an attachment a slide show presentation file to a teacher in another school. In order for the receiving teacher to successfully open the attachment, both teachers' computers must have:
- A. the same e-mail program.
 - B. compatible presentation software.
 - C. the same data transfer speed.
 - D. compatible operating systems.
6. Which of the following questions would best help a teacher assess whether the content contained in a Web site is biased?
- A. Is the Web site selling a product or service?
 - B. Does the site being viewed contain links to other sites?
 - C. Does the site appear as a search result in different search engines?
 - D. What other types of sites contain links to the one being viewed?
7. Which of the following best describes an advantage of saving a word processing file in "text only" format?
- A. The file can be sent as an e-mail attachment.
 - B. The formatting and page layout features will be saved as a template.
 - C. The file can be opened and edited by most word processing programs.
 - D. The file can be opened and edited using a spreadsheet application.

Section 2: Sample Questions

8. Use the formatting buttons below to answer the question that follows.



In which of the following situations would it be most appropriate to use the formatting button circled above?

- A. formatting the title at the top of an article
- B. formatting a full page of text in a letter sent home to parents
- C. formatting a column of text in a school newsletter
- D. formatting a list of two- and three-digit numbers to be added

9. When planning a slideshow presentation, which of the following steps should be taken *first*?
- A. drafting the content for each of the bulleted lists
 - B. determining the audience that will be viewing the presentation
 - C. selecting the color scheme to use in each of the slides
 - D. determining the number of slides in the presentation
10. An outline view of a slideshow presentation provides which of the following types of information?
- A. a list of the headings and text on each slide
 - B. the layout of the design elements on each slide
 - C. a graphical representation of the slide organization
 - D. the sequence of the graphics used in the presentation

Section 2: Sample Questions

11. Use the spreadsheet below to answer the question that follows.

	A	B	C	D	E	F
1	Student	Test 1	Test 2	Test 3	Test 4	Average
2	Adams, K	90	72	68	89	
3	Gonzales, B.	93	91	89	94	
4	Turner, J.	89	92	95	97	

Which of the following formulas should be inserted into cell F2 to calculate the average grade of K. Adams?

- A. =AVERAGE(F2)
 - B. =AVERAGE(B1+E4)
 - C. =AVERAGE(B1:B4)
 - D. =AVERAGE(B2:E2)
12. Use the spreadsheet below to answer the question that follows.

	A	B	C	D
1	Last Name	First Na	Tests	Quizzes
2				

The diagram shows a portion of a spreadsheet. The first row of column B is supposed to display the words "First Name." Which of the following steps could be taken to display the words all on one line?

- A. Place the cursor on the horizontal line between the numbers 1 and 2 and click and drag downwards.
- B. Insert a new column between column A and column B.
- C. Place the cursor on the vertical line between the letters B and C and click and drag to the right.
- D. Insert a new row directly above row 1.

13. A student is doing an oral project on immigration to the United States. The student is planning to play music and show classmates a variety of photographs and other graphics. Which software would be most appropriate for this purpose?
- A. database
 - B. photo editing
 - C. spreadsheet
 - D. presentation
14. Which of the following strategies is likely to be most effective in ensuring that students have equitable access to technology resources?
- A. providing a stand-alone computer in the classroom that students can access at any time
 - B. including a plan for how resources will be used when creating lessons for technology-enhanced learning
 - C. making certain that every lesson involves a component in which technology is integrated into the curriculum
 - D. assigning homework that requires students to use technology outside the classroom
15. Which of the following is the best example of an interdisciplinary technology-enhanced lesson?
- A. Students in a social studies class use the Internet to examine the events that influenced the outbreak of World War I.
 - B. Students in a chemistry class use a simulation program to measure how temperature affects the rate of a chemical reaction.
 - C. Students in an English class write a critical analysis of a short story and then publish their papers on the Internet.
 - D. Students in a math class use a mathematics program to investigate how the strength of an earthquake varies over the surface of the earth.
16. Fifth-grade students working in groups of four are using simulation software that models the growth and development of a city as students make various choices about the city. Which of the following is the primary advantage of using this type of software in the classroom?
- A. providing students with the opportunity to collect data and organize it by type
 - B. enhancing communication by using appropriate terminology while operating the software
 - C. developing critical thinking skills by identifying and analyzing cause-and-effect relationships
 - D. developing computer skills by working with multimedia software

Section 2: Sample Questions

ANNOTATED ANSWER KEY

For question	The correct response is	Reason	Test Objective
1	A	A computer's operating system performs a variety of tasks such as allocating memory, controlling hardware resources, and managing the computer's file system. Creating a new folder is a function of the file management system, which is carried out by the operating system.	0001
2	C	If a computer network has one or more network drives, then any user with access to a drive can open files on the drive and save files to the drive. This feature makes it easy to share files with other authorized network users.	0001
3	B	A school's acceptable use policy (AUP) is a written agreement signed by teachers, students, and other school personnel describing guidelines for the responsible use of the school's technology equipment. An important component of an AUP is a statement that restricts the use of the computer system to school activities only and forbids the use of the school's computer equipment for personal financial gain.	0002
4	D	According to copyright law, once something tangible is created, such as a graphic, original text, music, etc., the work is automatically protected by copyright law. It is therefore necessary to assume that any material on the Web is copyright protected unless otherwise noted.	0002
5	B	It is possible to send or receive almost any type of file as an e-mail attachment. However, in order to open a file created with a specific application, it is necessary to have a compatible software application to decode the information in the file.	0003
6	A	When evaluating information on the Internet for potential bias, one of the first things to do is to determine whether the Web site is trying to sell a given product or service. If that is the case, the site is likely to portray the product or service in the most positive light in an effort to convince viewers to purchase the product or service.	0003
7	C	A text file is basically a word processing file without any formatting. Text files are based on ASCII standards, which have rules for mapping each text character to a specific code. These standards are uniform and used by almost all software developers, which makes it possible for a text file to be opened and interpreted by almost any word processor.	0004

For question	The correct response is	Reason	Test Objective
8	A	The formatting button circled is used to center selected text. When the title of an article appears at the top of a page containing the article's text, the title is often centered. Of the choices given, this would be the most appropriate use of the button.	0004
9	B	Presentation software is used to communicate information to an audience. When planning a presentation, it is necessary to first determine the audience that will be viewing the slideshow presentation so that all aspects of the presentation can be designed to meet the needs of that audience.	0005
10	A	Presentation software provides the user with several different views of the slides in a slideshow. The outline view allows the user to view and edit the titles, the bullets, and the text of all the slides in a presentation without being distracted by graphics or other media elements.	0005
11	D	Spreadsheet applications come with predefined formulas that can be used to perform calculations on a range of cell values in a spreadsheet. The AVERAGE(range of cells) function calculates the average value of the numbers in the range of cells identified in the parentheses. The colon, :, is used to identify a range of cells. In the problem given, the range of cells is from B2 to E2 and is denoted by B2:E2.	0006
12	C	Column B is too narrow to display the entire text across cell B1. The column can be made wider by selecting the column border near the top of the spreadsheet between column B and column C and dragging it to the right. Columns C and D will automatically shift to the right to accommodate the change in the width of column B.	0006
13	D	Presentation software is an important tool for presenting information to a group of people. It allows a user to produce a series of slides that contain a combination of text, graphics, music, video, or other media. The slides can be projected onto a screen using a data projector connected to a computer.	0007
14	B	The most effective way to ensure that students have equitable access to technology resources is for the teacher to explicitly plan how the resources will be allocated during each lesson that involves the use of technology.	0007

Section 2: Sample Questions

For question	The correct response is	Reason	Test Objective
15	D	Technology-enhanced lessons are lessons in which students use technology to increase the effectiveness of learning. Interdisciplinary lessons involve learning across two or more content areas. Using a mathematics program to investigate changes in the magnitude of an earthquake involves student use of technology across the content areas of mathematics and Earth science.	0008
16	C	Simulation software uses mathematics to model an event in such a way that the computer is able to respond to changing conditions in the same way as the event being modeled. This property allows students to input changes and then identify and analyze the effects of the changes. These types of activities help students develop critical thinking skills related to cause and effect.	0008