

A. Creating an alias on the desktop to the catalogs:

- Double click on hard drive.
- Double click on applications.
- Double click Acc (folder)
- Single click Catalogs
- Pull down **File** menu
- Click on **make alias**
- Drag the alias to the desktop.
- Click on the application
- Pull down **File** to **make alias**
- Drag the alias to the desktop.
- Close all windows.



B. Accessing catalogs:

- 🖱️ Double click on the catalog alias.
- 🖱️ Double click on a PDF catalog shortcut
each PDF test file is assigned a 3 letter code.



- 🖱️ Double click on the test bank catalog icon, then select topic.
a page will come up with the problems.

NMA.PDF

AA

Topic: Pre-Algebra: Introduction to whole numbers and rounding.

Directions: 0—(No explicit directions.)

1. Find the place value of the underlined digit in the number 2 <u>5</u> 67.	2. Find the place value of the underlined digit in the number 7.28 <u>1</u> .
a) ones	a) ones
b) tens	b) tens
c) hundreds	c) hundreds
d) thousands	d) thousands
e) ten thousands	e) ten thousands

C. Creating a test

There are two options:

- 1) Write down the **three letter code** for the tests and the **two letter code for the section** and the **problem number(s)** on a sheet of paper.

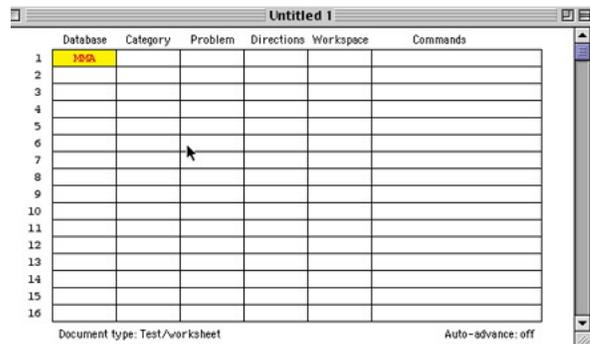
Or:

- 2) Double click on the acces alias. As you



choose the problem from the catalog you can type in the code and problem number. By minimizing ACC and Catalogs you can move back and forth between the problems and the test you are creating.

3) Double Click the Acces alias on your laptop

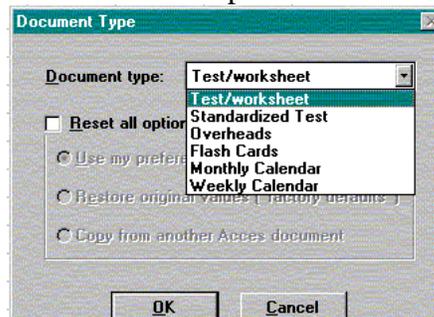


The spreadsheet opens up.

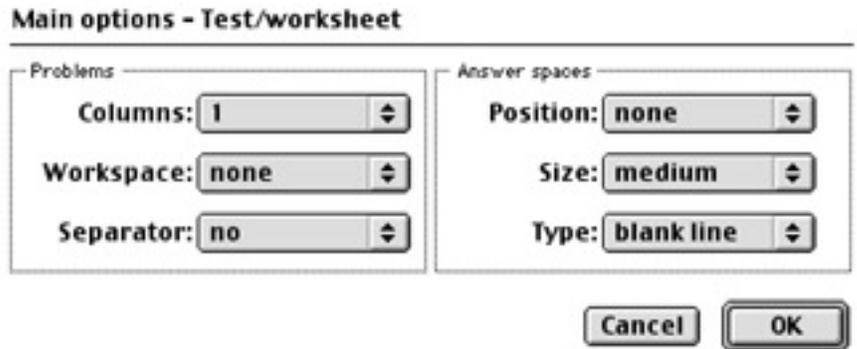
Fields that must be filled in are:

- 📁 Database – 3 letter/number code
- 📁 Category – 2 letter code
- 📁 Problem
- 📁 Directions: **Unless you want to write in more specific directions or extra workspace, those fields will fill in automatically as you tab over.**

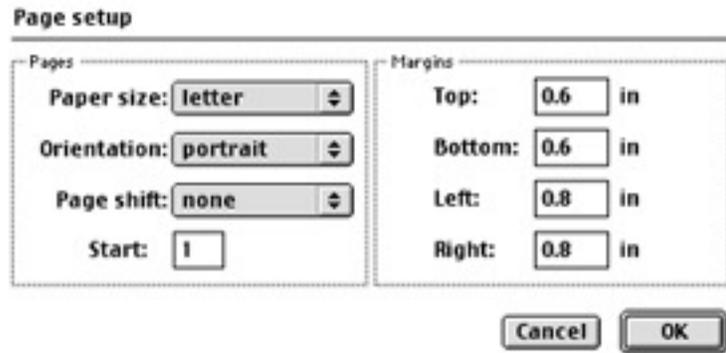
- A. Enter the **3 letter database code** – if this same code will be used on the next line, Shift “, will copy it into the space.
- B. Enter the category code – it can be repeated using Shift “.
- C. Enter a problem number
- D. To choose the type of test, click **L**ayout, **D**ocument type
 - 1) Select from the drop down list and click OK



- 2) Click Layout, then main options to see the choices for the selected document type.
- 3) Select desired options

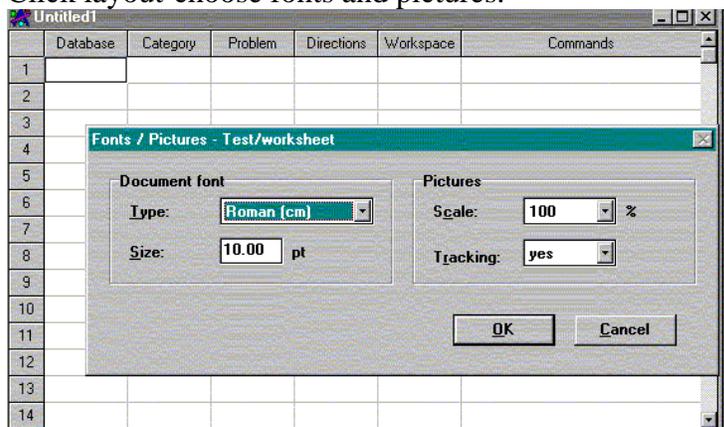


- 4) Click Layout, then select page setup.



The tests made by Access do consume a great deal of paper. Make your margins as small as possible. Use print preview to determine if one or two columns uses less paper.

- 5) Click layout-choose fonts and pictures.



Change the font size if necessary. 8 is probably the smallest size you want to use. Change the scale of the pictures so that they don't take up a great deal of space. You have to play with this some. Try 90% or 80%. If you do not need to worry about paper supply or copies, leave it as it is.

6) Header

Headers

Class name: Date:

Doc. title: Code:

Teacher: Misc:

Memo:

Make sure the document title closely matches your file name for this test. It will make it easier to keep up with your files. You can delete the date and leave the teacher and class name blanks empty if you choose. If you make two forms of the same test, then use A and B or 1 and 2 in the document title and in the file name.

7) Chose the numbering style: Pull down layout to numbering:

Numbering

<p>Problems</p> <p>Counter: <input type="text" value="1 2 3..."/></p> <p>Label style: <input type="text" value="⌀"/></p> <p>Font style: <input type="text" value="normal"/></p> <p>Font size: <input type="text" value="normal"/></p> <p>Start: <input type="text" value="1"/></p>	<p>Parts</p> <p>Counter: <input type="text" value="1 2 3..."/></p> <p>Label style: <input type="text" value="no label"/></p> <p>Font style: <input type="text" value="normal"/></p> <p>Font size: <input type="text" value="normal"/></p> <p>Start: <input type="text" value="1"/></p>
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Restart each part

8) Pull down layout to multiple choice:

Multiple choice

<p>Choices</p> <p>Layout: <input type="text" value="optimized"/></p> <p>Scrambling: <input type="text" value="no"/></p> <p>Alternating: <input type="text" value="no"/></p> <p>Max: <input type="text" value="5"/></p>	<p>Numbering</p> <p>Counter: <input type="text" value="a b c..."/></p> <p>Label style: <input type="text" value="⌀"/></p> <p>Font style: <input type="text" value="normal"/></p> <p>Font size: <input type="text" value="normal"/></p>
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D. To view the test, click Utilities, preview

Name _____ Date _____

- Find the place value of the underlined digit in the number 7,831.

a) ones b) tens c) hundreds d) thousands e) ten thousands
- Write the number 146,982 in words.

a) one hundred forty-six thousand, ninety-eight hundred two

b) fourteen hundred six thousand, nine hundred eighty-two

c) one hundred forty-six, ninety-eight hundred two

d) one hundred forty-six thousand, nine eighty-two

e) one hundred forty-six thousand, nine hundred eighty-two

Simplify:

- $6 + 3$
- $8 - 0$

- ☞ If no changes are desired, click **Utilities, print**
- ☞ To save, select **File Save** or **Save as**

NOTE: Investigate the Layout document types and options to create the desired layout. Preview each selection in order to see the variety of tests, worksheets, calendars, or overheads that can be created from the same selection of problems.

Creating more than one form of the test.

Many times we need more than one form of the test. You may want to use 2 forms to prevent cheating. You may want three forms so that you have similar tests for your absent students to take. The problems are very similar for every 2-4 problems. You can put #1 in form 1, #2 in form 2, #3 in form 3, etc.

To work with more than one test:

- 1) Open 2 to 4 **New** test documents.
- 2) Size the tests so that only 3 or 4 columns show and 5 – 10 rows show.



- 3) Click on one of the tests and pull down **File** to **Save As**. Name the document. i.e. Chp. 4-A . then click on the other blank test and name it. i.e. Chp. 4-B. You must click on each test to work on that individual test. Make sure that the name of the document in the header of each test matches your file name. This saves confusion! The graphic above shows 2 test documents and the catalogue opened.

If you do not want to choose separate problems for each test, then mix up the problems in each individual test.

An answer key is printed for each copy of the test you print.

Writing your own problems: Place your equations in \$ signs in the command column. $3x - 4 = 11$ should be typed as $\$3x-4=11\$$. The other columns can be blank or you can choose a set of directions for the problem.

	Database	Category	Problem	Directions	Workspace	Commands
1	MBA	AA	1	0	5	
2	MBA	AA	9	0	5	
3	PRE	AA	4	6	5	
4	PRE	AB	2	6	5	
5						$\$3x-4=11\$$
6						

Print Preview the new problem:

Simplify.

3. $7 + 0$

4. $8 - 0$

5. $3x - 4 = 11$

You can make flashcards with this software.



Go to layout, Document type, pull down the menu and choose the type document you want to create.

