

# **Reading Connections Computer Textbook**

**Based on Resources Provided by the GED Testing Service®**

Gayathri Chandrasekaran

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**Author: Gayathri Chandrasekaran**

**Editor: Angela Donnell**

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Edited at Reading Connections® by Angela Donnell.

122 N. Elm Street, Suite 920  
Greensboro, NC 27406  
Email: [info@readinconnections.org](mailto:info@readinconnections.org)  
[www.readingconnections.org](http://www.readingconnections.org)

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## CHAPTER 1: MOUSE SKILLS

### OVERVIEW:

Students with little or no prior experience with using a mouse will gain knowledge and skills to operate a computer mouse effectively.

### OBJECTIVES:

- Mouse and Cursor working together—You will learn how to interact with objects on the screen.
- Positioning the mouse—You will learn and demonstrate how and where the mouse should be placed for operating.
- Holding the mouse—You will learn the proper technique for holding the mouse.
- Moving the mouse—You will learn and demonstrate how to slide the mouse on the mouse pad or desk.
- Point & Click—You will learn and demonstrate the basic mechanics of Point & Click selection.
- Click & Drag—You will learn ways to move objects on the screen and highlight the text.
- Scrolling—You will demonstrate competence in scrolling by accessing text that extends below the viewable screen area.
- Hotspots—You will demonstrate knowledge of Hotspots by successfully pointing and clicking (selecting) appropriate items on the computer screen.

### VOCABULARY TERMS:

- |               |                      |
|---------------|----------------------|
| ❖ Point       | ❖ Link               |
| ❖ Hold        | ❖ Scroll/Scrolling   |
| ❖ Drag        | ❖ Scrollbar          |
| ❖ Click       | ❖ Scroll/Mouse Wheel |
| ❖ Left Click  | ❖ Hotspots           |
| ❖ Right Click |                      |



## LESSON

### MOUSE AND CURSOR WORKING TOGETHER:

A mouse is a palm-sized device used to control the movement of an object on the computer screen called the cursor, or pointer. The cursor is an arrow or other symbol on the screen that moves as you move the mouse. It is usually an arrow, but its appearance will vary depending on whether it is over text, blank space, an image or a website link. To interact with objects on the screen, the cursor is moved over the object by moving the mouse and a button on the mouse (usually the left button) is depressed or "clicked".

### POSITIONING THE MOUSE:

Place your mouse close to your keyboard and within easy reach. The best position for mouse and trackball use is with your wrist neutral. Your wrist should not bend to tilt your hand up or out to the side.



### HOLDING THE MOUSE:

There is a proper technique for holding the mouse. The method of holding the mouse is as follows:

- Your thumb should rest on the left side of the mouse.
- Your index finger should rest on the left button.
- Your middle finger should rest on the right button.
- Your remaining two fingers should grip the right side of the mouse.



## MOVING THE MOUSE:

Slide the mouse around on the mouse pad or desk. The mouse should be moved in the direction where we want the cursor to move on to perform a specific task.

## POINT AND CLICK:

**Point** and **click** are the actions of a computer user moving a pointer to a certain location on a screen (*pointing*) and then pressing a button on a mouse, usually the left button (*click*). Clicking the mouse button is one way of sending commands to the computer (another is using the keyboard). To click, gently press and release the left mouse button (**left click**) without lifting your finger off the button. Be careful not to move the mouse while you are clicking.



## DRAG:

In graphical user interfaces, **drag** refers to moving an icon or other image on a display screen. To drag an object across a display screen, you usually select the object with a mouse button ("grab" it) and then move the mouse while keeping the mouse button pressed down. The term drag is also used more generally to refer to any operation in which the mouse button is held down while the mouse is moved. For example, you would drag the mouse to select a block of text.



## CLICKING AND DRAGGING:

“Clicking and dragging” is a way to move certain objects on the screen and to highlight text or images. To move an object, place the cursor over it, press and hold down the left mouse button, then move the mouse while still holding down the left mouse button. When you have “dragged” the object to the location you want, let go of the mouse button.

## SCROLLING:

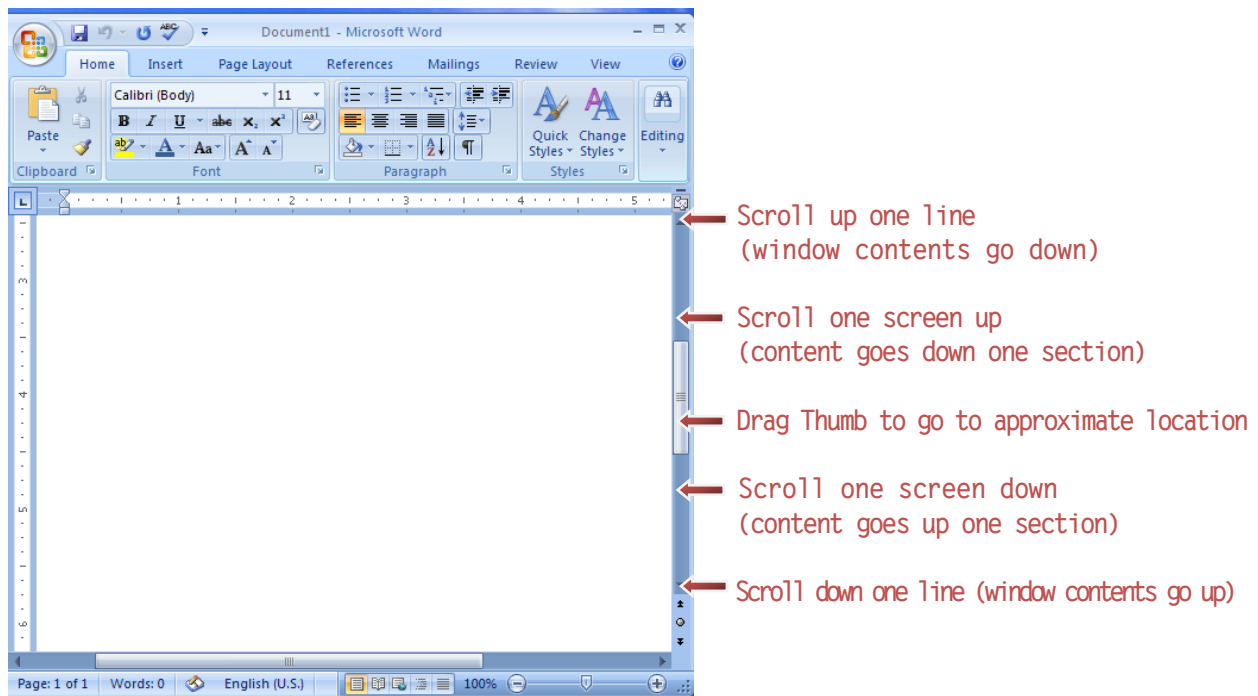
A **scroll wheel** (or **mouse wheel**) on a computer mouse is one that is perpendicular to the mouse surface. It is normally located between the left and right mouse buttons. It can often also be used as a third mouse button by pressing on it. In many applications (e.g. web browsers), holding down the control key while rolling the scroll wheel causes the text size to increase or decrease, or an image in an image-editing or map-viewing program to zoom in or out.

A window can display a data object, such as a document that is larger than the window's client area. When provided with a **scrollbar**, the user can **scroll** a data object in the client area to bring into view the portions of the object that extend beyond the borders of the window.

A horizontal scrollbar enables the user to scroll the content of a window to the left or right. A vertical scroll bar enables the user to scroll the content up or down.

The scroll wheel and the windows scrollbars allow you to view information that is out of the current screen's view. A Point & Click and Hold review may be necessary here, for you to complete scroll process.



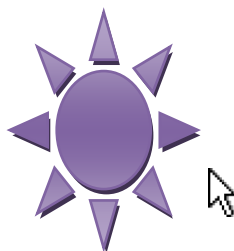


## HOTSPOTS:

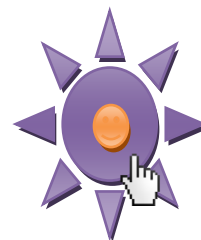
**Hotspots** are interactive shapes you can use in place of buttons when no visible fill or outline is needed. Hotspots are invisible objects that work like buttons, only without any visible states. In fact, hotspots don't have states or the option to add or edit states.

Hotspots are especially useful when you want to provide hover triggers and on-click triggers (such as website **links**) that perform an action, such as displaying additional information or navigating to another slide.

Mouse pointer before touching hotspot



Mouse pointer after touching hotspot (orange dot indicates on-click trigger)



## CHAPTER 2: KEYBOARDING SKILLS

### OVERVIEW:

Students with little or no prior experience with using a computer keyboard will gain foundational knowledge and skills to effectively use the computer keyboard. The module contains a heavy emphasis on computer keyboard “vocabulary” such as shift, tab, enter, backspace, delete, arrows, etc., in order to establish this knowledge as quickly as possible.

### OBJECTIVE:

- Keyboard Layout–You will understand the keyboard layout.
- Typing Basics–You will learn improved speed and accuracy in typing basics.
- Special Keys–You will demonstrate the ability to use critical non-numeric keys like Shift, Tab, Ctrl, Delete, Directional Arrows, Backspace, and Enter.

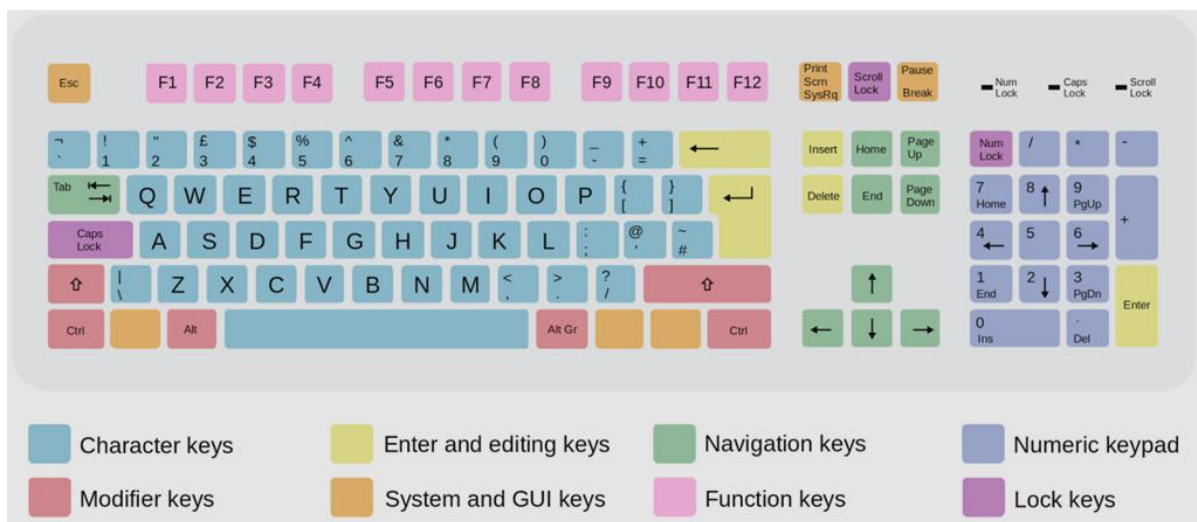
### VOCABULARY TERMS:

- |                               |                             |
|-------------------------------|-----------------------------|
| ❖ Computer Keyboard           | ❖ Home Row                  |
| ❖ Keyboard Layout             | ❖ Shift Key                 |
| ❖ Alphanumeric/Character Keys | ❖ Tab/Tabulator/Tabular Key |
| ❖ Modifier Keys               | ❖ Enter (Hard Return) Key   |
| ❖ Navigation Keys             | ❖ Backspace Key             |
| ❖ Function Keys               | ❖ Delete Key                |
| ❖ Numeric Keypad              | ❖ Arrow Keys                |
| ❖ System Command Keys         | ❖ Control Key               |
| ❖ QWERTY                      |                             |

## LESSON

### KEYBOARD LAYOUT:

A **keyboard layout** is any specific mechanical, visual, or functional arrangement of the keys, legends, or key-meaning associations (respectively) of a computer. A **computer keyboard** comprises **alphanumeric** or **character keys** for typing, **modifier keys** for altering the functions of other keys, **navigation keys** for moving the text cursor on the screen, **function keys** and **system command keys** – such as **Esc** and **Break** – for special actions, and often a **numeric keypad** to facilitate calculations.



### TYPING BASICS:

Curve your fingers a little and put them on the ASDF and JKL; keys which are located in the middle row of the letter keys. This row is called the **Home Row** because you always start from these keys and always return to them. The F and J keys under your index fingers should have a raised line or bump on them to aide in finding these keys without looking.





The color-coded keyboard under the lesson input field will help you understand which finger should press each key.

- Hit keys only with the fingers for which they have been reserved.
- Always return to the starting position of the fingers “ASDF – JKL;”.
- When typing, imagine the location of the symbol on the keyboard.
- Establish and maintain a rhythm while typing. Your keystrokes should come at equal intervals.
- The Shift key is always pressed by the pinky finger opposite to the one hitting the other key.
- Use the thumb of whichever hand is more convenient for you to press the Space Bar.


This method may seem inconvenient at first, but do not stop, eventually you’ll find out that you are typing quickly, easily, and conveniently.

## SHIFT KEY:


The **Shift key** is a **modifier key** on a keyboard, used to type capital letters and other alternate “upper” characters. There are typically two shift keys, on the left and right sides of the row below the home row.

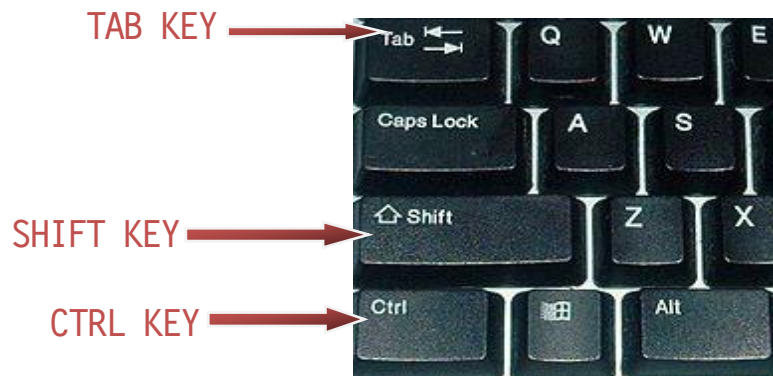
On the US layout and similar keyboard layouts, characters that typically require the use of the shift key include the parentheses, the question mark, the exclamation point, and the colon.

## TAB KEY:

**Tab**  **Tab Key** (abbreviation of **Tabulator Key**<sup>[1]</sup> or **Tabular Key**<sup>[2]</sup>) on a keyboard is used to advance the cursor to the next tab stop. In word processing and text editing the Tab key will often move the insertion point to the next tab stop in a table, or may insert the ASCII tab character or many space characters. When filling out a computerized form, pressing Tab will move the cursor to the next field (and Shift-Tab will move the cursor to the previous field), eliminating the need to use a mouse to click in an adjacent field.

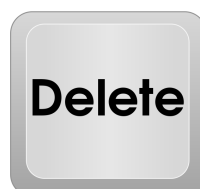
## CTRL KEY:

**Ctrl**  In computing, a **Control Key** is a modifier key which, when pressed in conjunction with another key, performs a special operation (for example, **Ctrl+C**); similar to the Shift key, the Control key rarely performs any function when pressed by itself. The Control key is located on or near the bottom left side of most keyboards with many featuring an additional one at the bottom right.



## DELETE KEY:

When struck on a computer keyboard during text or command editing, the **Delete Key** (**Delete** or **Del**) discards the character ahead of the cursor's position, moving all following characters one position "back" towards the freed letter space.





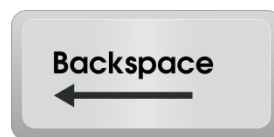
## DIRECTIONAL ARROWS:

**Arrow Keys** are buttons on a computer keyboard that are either programmed or designated to move the cursor in a specified direction. Arrow keys are typically located at the bottom of the keyboard to the left side of the numeric keypad, usually arranged in an inverted-T layout but also found in either diamond shapes or linear shapes. Arrow keys are commonly used for navigating around documents and for playing games.



## BACKSPACE KEY:

**Backspace** is the keyboard key that deletes the character before the cursor's position (unlike the Delete key), and shifts back the text after that position by one.



## ENTER KEY:

On computer keyboards, the **Enter Key (Hard Return)** in most cases causes a command line, window form, or dialog box to operate its default function. This is typically to finish an “entry” and begin the desired process, and is usually an alternative to pressing an OK button.



## CHAPTER 3: BASIC USER INTERFACE SKILLS

### OVERVIEW:

Students with little or no prior experience with using User Interface (UI) functions will gain foundational knowledge and skills to operate a UI effectively.

### OBJECTIVE:

- Using Radio Buttons, Textbox, and Buttons—You will learn and demonstrate the mechanics of selection using radio buttons, writing inside a textbox, and using buttons.
- Drag and Drop Operation—You will learn and demonstrate ways to move objects using drag and putting it in the right place using drop.
- Navigating between Tabs—You will demonstrate knowledge of the functions of page tabs and their relation to the scroll function; across several pages (tabs) and that they can be used in conjunction with, or in place of, the need to scroll.
- Next & Previous—You will learn to navigate forward and backward through the software.
- Minimize & Close—You will learn how to open, close, and minimize program windows.
- Drop-Down Menu Boxes—You will learn to access drop-down icons and menus to make choices and select specific options.

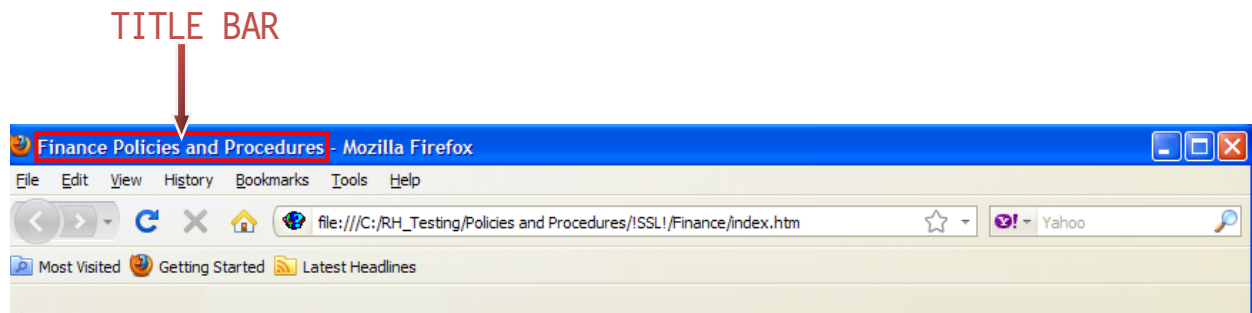
### VOCABULARY TERMS:

- |                                     |                                 |
|-------------------------------------|---------------------------------|
| ❖ Title Bar                         | ❖ Drop-Down Menu/Drop-Down List |
| ❖ Textbox/Text Field/Text Entry Box | ❖ Minimize                      |
| ❖ Radio Button                      | ❖ Maximize                      |
| ❖ Button                            | ❖ Close                         |
| ❖ Drag and Drop                     | ❖ Next                          |
| ❖ Page Tabs                         | ❖ Previous                      |

## LESSON

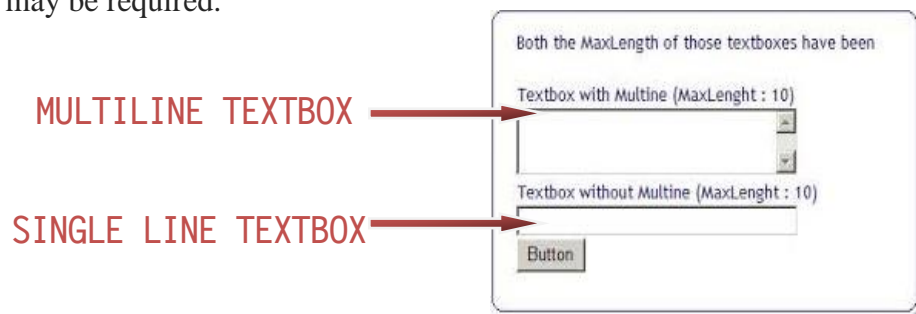
### TITLE BAR:

In computing, the **title bar** is a graphical control element and part of the window decoration. As a convention it is located at the top of the window as a horizontal bar. Default title bar text often incorporates the name of the application and/or of its developer.



### TEXT BOX:

A **text box**, **text field** or **text entry box** is a graphical control element intended to enable the user to input text information (letters, symbols, numbers etc) to be used by the program. A single-line text box is used when only one line of input is required and a multi-line text box is used if more than one line of input may be required.



### BUTTON:

A typical **button** is a rectangle or rounded rectangle, wider than it is tall, with a descriptive caption in its center that indicate a possible user action. The most common method of pressing a button is clicking it with a pointer controlled by a mouse, but other input such as keystrokes can be used to execute the command of a button. A button is not, however, always restricted to a rectangular shape. The sole requirement of button interaction is that the user can execute a command by a click action. A button is one which we click on to perform a particular action (like moving to next question or logging into the system etc).





**NEXT & PREVIOUS:**

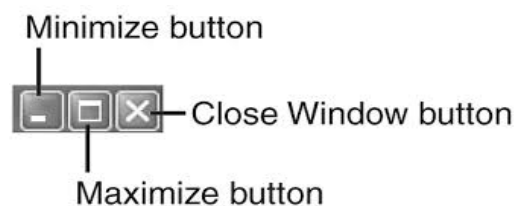
**Next Button:** Used to navigate in the forward direction.

**Previous Button:** Used to navigate in the backward direction.

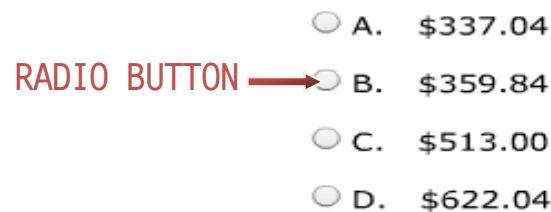
**MINIMIZE, MAXIMIZE, CLOSE:**

Click the appropriate button in the upper-right corner of the window:

- Click  to **minimize** the window to a taskbar button. To restore the minimized window to its previous size, click its taskbar button.
- Click  to **maximize** the window so it covers the full screen.
- After maximizing a window, click  to restore the window to its previous size.
- Click  button to **close** the window.

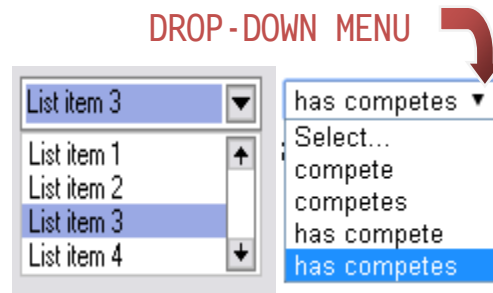
**RADIO BUTTON:**

A **radio button** allows the user to choose only one of a predefined [set](#) of options. Radio buttons are arranged in groups of two or more and displayed on screen as, for example, a list of circular holes that can contain white space (for unselected) or a dot (for selected). Each radio button is normally accompanied by a label describing the content that the radio button represents.



## DROP-DOWN MENUS:

A **drop-down menu** (also **drop-down list**) is a graphical control element, similar to a list box that allows the user to choose one value from a list. When a drop-down list is inactive, it displays a single value. When activated, it displays (drops down) a list of values, from which the user may select one. When the user selects a new value, the control reverts to its inactive state, displaying the selected value.

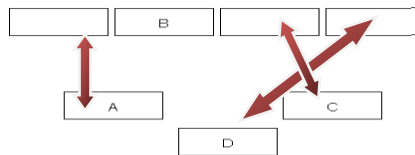


## DRAW AND DROP:

**Drag and drop** is a pointing device gesture in which the user selects a virtual object by “grabbing” it and “dragging” it to a different location or onto another virtual object.

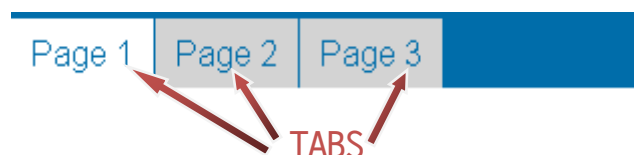
Drag and drop can be performed by completing the following steps:

- Move the pointer to the object.
- Press, and hold down, the mouse button or other pointing device, to “grab” the object.
- “Drag” the object to the desired location by moving the pointer to this one.
- “Drop” the object by releasing the mouse button.



## PAGE TABS:

If you have many sub-pages on your user page, you can use tabbed pages to allow people to select them. Click on each **page tab** (Page 1, Page 2, and Page 3) to navigate between tabs and read the content.



## CHAPTER 4: WORD PROCESSING SKILLS

### OVERVIEW:

Students with little or no prior experience with using word processing software will gain foundational knowledge and skills in basic word processing functions. The module contains a heavy emphasis on the vocabulary in the area of word processing, such as highlighting text, cut, copy, paste, insert, undo, redo, spacing, etc., to establish this knowledge as quickly as possible.

### OBJECTIVES:

- Highlighting text—You will learn the ability to select and highlight text.
- Onscreen Color Combinations—You will learn to change the colors of text.
- Text Size—You will learn to change the font and text size for better readability.
- Cut, Copy, & Paste Text—You will demonstrate the ability to cut, copy, and paste text.
- Inserting & Spacing Text—You will demonstrate the ability to use text insert and spacing functions.

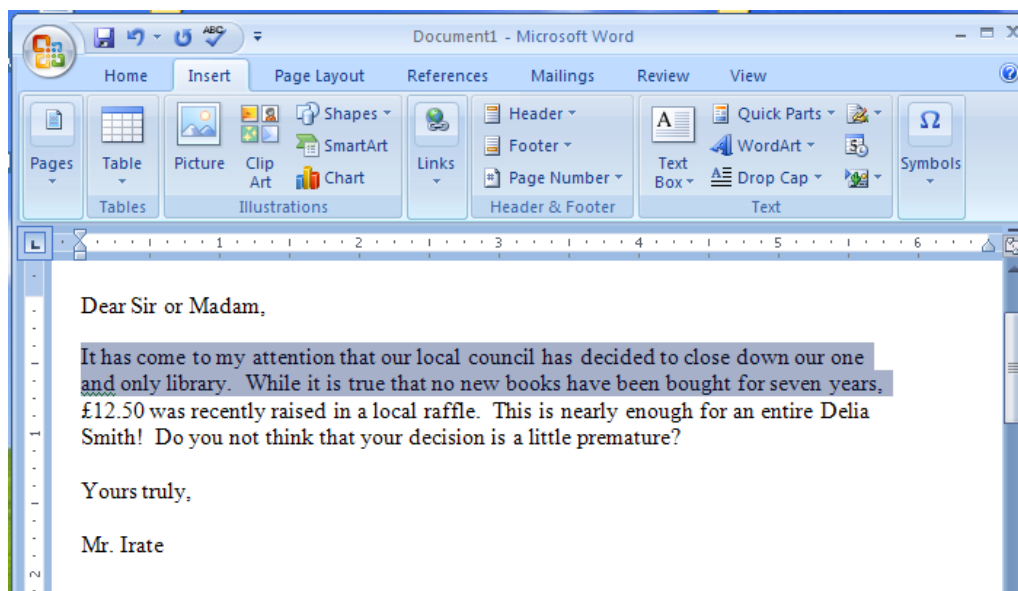
### VOCABULARY TERMS:

- ❖ Highlighting Text
- ❖ Cut
- ❖ Copy
- ❖ Paste
- ❖ Undo
- ❖ Redo
- ❖ Insert
- ❖ Spacing
- ❖ Keyboard Shortcuts

## LESSON

### HIGHLIGHTING THE TEXT:

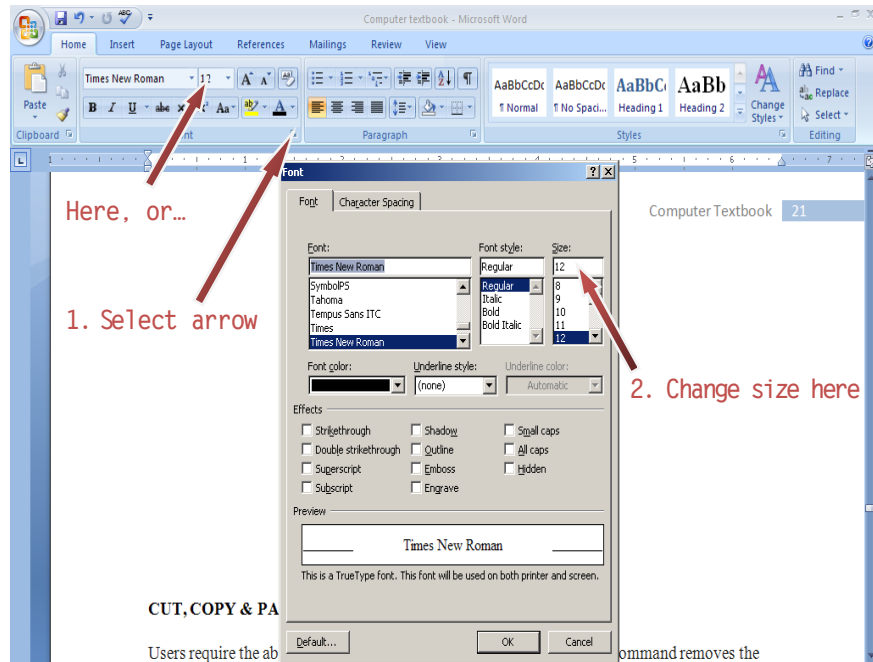
It's a lot easier to show you what **highlighting** is, rather than explaining it, so examine the image below (the example below uses Microsoft Word™).



The two lines with the grey background have been highlighted. When you highlight some text you can do things with it. You can change the size of the font, underline it, make it bold, delete it altogether, and many other things. But only the text that you have highlighted will change. The rest of your document will remain unchanged.

## TEXT SIZE:

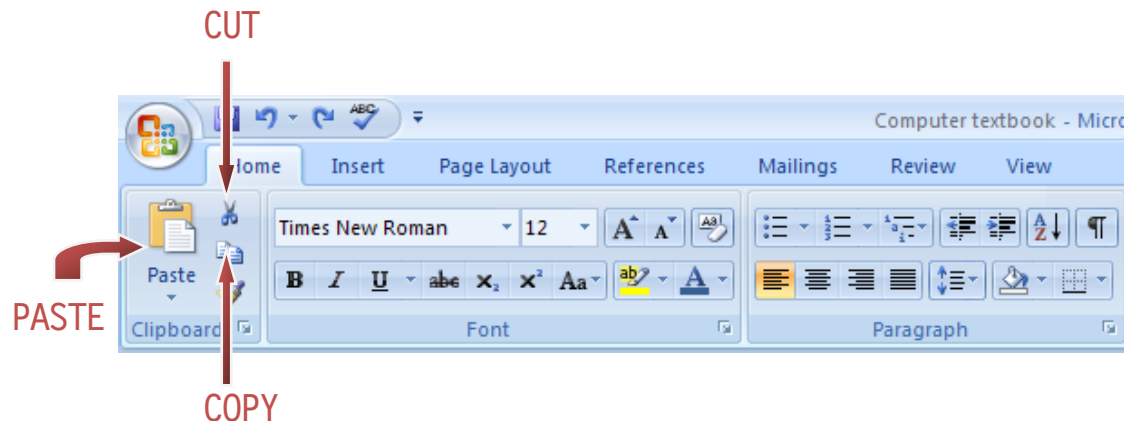
You can change your text to a different font size in two ways, as shown below:



## CUT, COPY & PASTE TEXT:

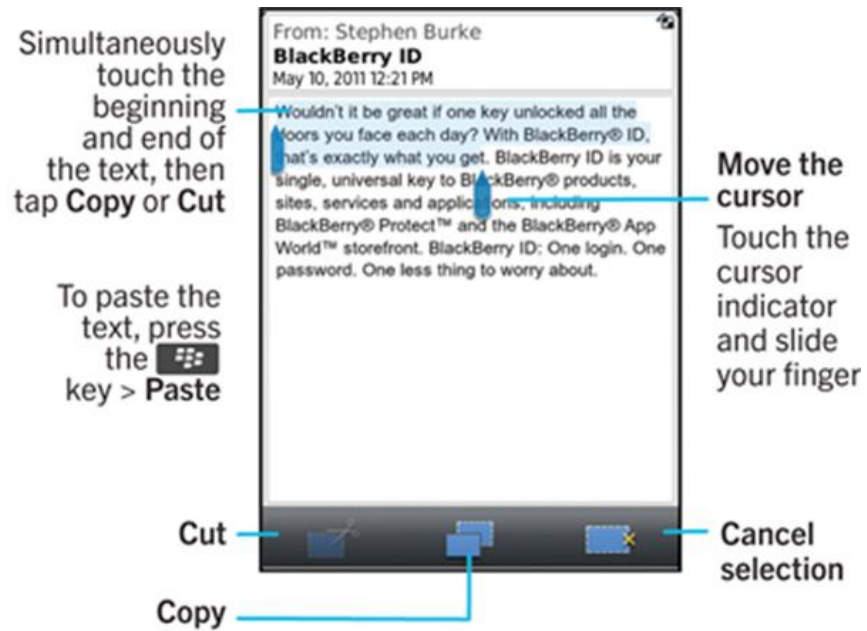
Users require the ability to cut and paste sections of plain text. The **cut** command removes the selected data from its original position, while the **copy** command creates a duplicate; in both cases the selected data is placed in a clipboard. The data in the clipboard is later inserted in the position where the **paste** command is issued.

Cut, Copy, and Paste on a standard toolbar:





On a smartphone (in this example, a BlackBerry™), it would look like this:



## CHAPTER 5: ONLINE TOOLS FOR GED TEST

### OVERVIEW:

Students will develop a sufficient familiarity with the online tools that are embedded into the 2014 GED® Test. The module contains a heavy emphasis on the “vocabulary” related to these tools, in order to establish this knowledge as quickly as possible.

### OBJECTIVES:

- Onscreen Color Combinations—You will learn to change the color of the test.
- Calculator and Calculator Reference—You will demonstrate successful use of a virtual calculator (specifically, the TI-30XS).
- Formulas Sheet and Æ Symbol Tool—You will demonstrate skill in accessing and reading the Formula Sheet and the Æ (Arithmetic Element) Symbol Tool.
- Flagging Items for Review and the Timer—You will demonstrate understanding of the process of flagging and returning to flagged responses.

### VOCABULARY TERMS:

- ❖ Online Calculator (TI-30XS)
- ❖ Calculator Reference Document
- ❖ Formula Sheet
- ❖ Flag for Review
- ❖ Onscreen Color Combinations
- ❖ Æ (Arithmetic Element) Symbol Tool
- ❖ Item Review Screen
- ❖ Test Timer
- ❖ Time Remaining
- ❖ Test Progress Indicator
- ❖ Total Number of Questions

## LESSON

### ONSCREEN COLOR COMBINATIONS:

When you take the 2014 GED® test, you can change what your test looks like. Choose from 11 different **color combinations** for your test's text and background colors. Choose the color combination that is easiest for you to read on your computer screen. You can change the colors at any time during the test, and as many times as you want. Changing the colors of your test is simple. Just choose the colors from the drop-down menu, shown below in the red box.



Standard color combination

Here are a few of the text and background color combinations you can choose from on your 2014 GED® test. [Click here to see all available color combinations.](#)



## CALCULATOR:

A new **Calculator (TI-30XS)** will be available onscreen during the Mathematical Reasoning, Science, and Social Studies tests.

The Calculator button will be in the blue toolbar, above the question.

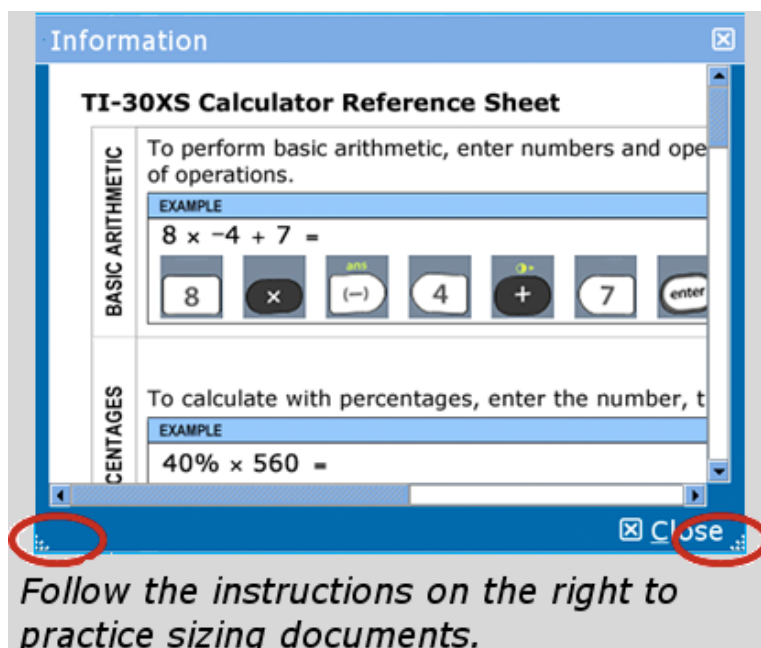
- To open the Calculator, click the button.
- To move the Calculator, click on the part of the window that says “Calculator” and drag it.
- To close the Calculator, click the X button.

## CALCULATOR REFERENCE:

The **Calculator Reference** document will be available to you during the test. The buttons for these documents will be on the right.

You will want to move and size these documents, to see the question and the document at the same time.

To size the document, open it, then click and drag the dots at the bottom corners of the window.



## FORMULA SHEET:

The **formula sheet** lists all the formula required for the test. This document will be available to you during the test. The buttons for these documents will be on the right.

### Mathematics Formula Sheet

#### Area of a:

square	$A = s^2$
rectangle	$A = lw$
parallelogram	$A = bh$
triangle	$A = \frac{1}{2}bh$
trapezoid	$A = \frac{1}{2}h(b_1 + b_2)$
circle	$A = \pi r^2$

#### Perimeter of a:

square	$P = 4s$
rectangle	$P = 2l + 2w$
triangle	$P = s_1 + s_2 + s_3$
Circumference of a circle	$C = 2\pi r$ OR $C = \pi d$ ; $\pi \approx 3.14$

#### Surface area and volume of a:

rectangular/right prism	$SA = ph + 2B$	$V = Bh$
cylinder	$SA = 2\pi rh + 2\pi r^2$	$V = \pi r^2 h$
pyramid	$SA = \frac{1}{2}ps + B$	$V = \frac{1}{3}Bh$
cone	$SA = \pi rs + \pi r^2$	$V = \frac{1}{3}\pi r^2 h$
sphere	$SA = 4\pi r^2$	$V = \frac{4}{3}\pi r^3$

( $p$  = perimeter of base with area  $B$ ;  $\pi \approx 3.14$ )

#### Data

mean	mean is equal to the total of the values of a data set, divided by the number of elements in the data set
median	median is the middle value in an odd number of ordered values of a data set, or the mean of the two middle values in an even number of ordered values in a data set

#### Algebra

slope of a line	$m = \frac{y_2 - y_1}{x_2 - x_1}$
slope-intercept form of the equation of a line	$y = mx + b$
point-slope form of the equation of a line	$y - y_1 = m(x - x_1)$
standard form of a quadratic equation	$y = ax^2 + bx + c$
quadratic formula	$x = \frac{-b \pm \sqrt{b^2 - 4ac}}{2a}$
Pythagorean theorem	$a^2 + b^2 = c^2$
simple interest	$I = Prt$ ( $I$ = interest, $P$ = principal, $r$ = rate, $t$ = time)
distance formula	$d = rt$
total cost	total cost = (number of units) $\times$ (price per unit)

Mathematical Reasoning - Candidate Name

Question 1 of 16

☒ Answer Explanation
 ☐ Calculator

☐ Flag for Review

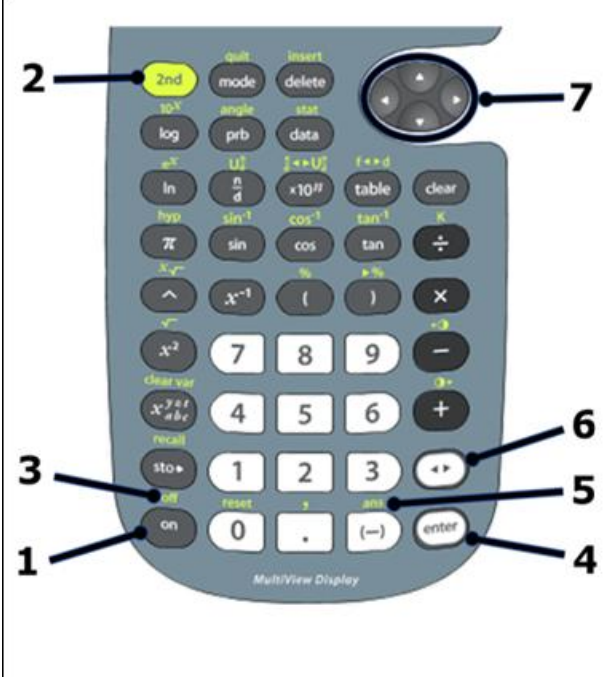
 Formula Sheet










FORMULA SHEET

 Calculator Reference

CALCULATOR REFERENCE

## BASIC OPERATION OF THE CALCULATOR:



- 1  turns on the calculator.
- 2  turns on the 2nd indicator and accesses the function shown above the next key you press.
- 3   turns off the calculator and clears the display.
- 4  completes the operation or executes the command.
- 5   recalls the most recently calculated result and displays it as Ans.
- 6  toggles the answer between fraction and decimal, exact square root and decimal, and exact pi and decimals formats.
- 7  allows you to move the cursor on the screen and in operations as necessary.

## BASIC ARITHMETIC

To perform basic arithmetic, enter numbers and operation symbols using the standard order of operations.

## EXAMPLE

$$8 \times -4 + 7 =$$



The correct answer = -25

## Æ (Arithmetic Element) Symbol Tool:

The **Æ (Arithmetic Element) Symbol Tool** is available during the Mathematical Reasoning test and on select Science and Social Studies questions.

You can use the **Æ Symbol Tool** with fill-in-the-blank questions or to enter mathematical symbols like greater than ( $>$ ) or square root ( $\sqrt{\phantom{x}}$ ).

The **Æ Symbol Tool** will be in the blue toolbar next to the Calculator.

Consider this phrase: *Seven is greater than five.*

It can be done as follows:

- Click the **Æ Symbol Tool** button.
- Move the **Æ Symbol Tool** to see the answer box on the right.
- Click in the answer box.
- Type in the number “7” from the keyboard.
- Click on the “ $>$ ” symbol in the **Æ Symbol Tool**.
- Click Insert in the **Æ Symbol Tool**.
- Type the number “5” from the keyboard.
- You have now typed in the phrase.

## Test Time and Test Progress:

Information is available to you onscreen in the upper right corner during the test. You will see this information when you begin testing.



1. You can see how much **Time Remaining** you have. “Time Remaining” means the amount of time you have left to complete the test. If you want to hide this information, click on the **test timer** (the clock).
2. You can monitor your **test progress** by viewing the “Question” line. The first number shows the question on the test you are currently viewing. The second number is the **total number of questions** on the test.

## Mark Questions for Review:























If you want to review a specific question after completing the test, you can click on **Flag for Review** to mark the question. If you click on Flag for Review the flag will display in yellow.

The question will be marked on the Review Screen.



## The Review Screen:

At the end of the test, you may have time to review questions that you marked. Questions flagged for review will appear with a blue flag in the **Item Review Screen**. You may then go back to the flagged questions and answer them.

Instructions					
Below is a list of the exam questions.					
<ul style="list-style-type: none"> <li>If you did not answer a question, the word Unanswered appears next to the question number.</li> <li>If you marked a question that you wanted to review at the end of the exam, the flag outline will be filled in with blue.</li> <li>You can click on a Question name to review your answer.</li> <li>You can also use the buttons in the bottom, right corner of the screen.</li> </ul>					
Math		(22 Questions, 0 not answered)			
 Question 1	Answered	 Question 2	Answered	 Question 3	Answered
 Question 4	Answered	 Question 5	Answered	 Question 6	Answered
 Question 7	Answered	 Question 8	Answered	 Question 9	Answered
 Question 10	Answered	 Question 11	Answered	 Question 12	Answered
 Question 13	Answered	 Question 14	Answered	 Question 15	Answered
 Question 16	Answered	 Question 17	Answered	 Question 18	Answered
 Question 19	Answered	 Question 20	Answered	 Question 21	Answered
 Question 22	Answered				



## Glossary

<b>Æ (Arithmetic Element) Symbol Tool</b>	Available during the Math and some Science and Social Studies questions, this is used to enter mathematical symbols such as greater than (>) or square root (√)
<b>Alphanumeric/Character Keys</b>	Arrangement of keys containing letters and numbers used for typing
<b>Arrow Keys</b>	Move the cursor in a specified direction; used for navigating around documents and for playing games
<b>Backspace Key</b>	Discards characters before the cursor's position and shifts the text back
<b>Button</b>	Typically a rectangle or rounded rectangle with a descriptive caption in its center that, when clicked, performs a particular action
<b>Calculator Reference Document</b>	A document available during the GED® test that explains how to perform calculations on the Online Calculator
<b>Click</b>	Pressing a button on a mouse, then releasing
<b>Close</b>	Exits or quits a program or closes a document
<b>Computer Keyboard</b>	A typewriter-style device which uses an arrangement of keys to type and perform actions and functions
<b>Control Key</b>	A modifier key that performs special operations when used in conjunction with another key
<b>Copy</b>	Creates a duplicate and places it on the clipboard
<b>Cut</b>	Removes selected data from its original position and places it on the clipboard
<b>Delete Key</b>	Discards the characters ahead of the cursor's position and shifts the text back
<b>Drag</b>	Moving an icon or other image on a display screen
<b>Drag &amp; Drop</b>	A pointing device gesture in which the user uses the mouse to select a virtual object by grabbing it and dragging it to a different location or onto another virtual object

<b>Drop-Down Menu/Drop-Down List</b>	A graphical control element similar to a list box that, when activated, displays a list of values, from which the user can choose one value
<b>Enter (Hard Return) Key</b>	Causes a command line, window form, or dialog box to operate its default function, usually to “finish an entry”; an alternative to pressing an OK button
<b>Flag for Review</b>	An action used to later review a specific question on the GED® test; when clicked, the flag appears yellow
<b>Formula Sheet</b>	Lists all the formulaic equations required for the GED® Test
<b>Function (System Command) Keys</b>	Used for special actions; Esc and Break for example
<b>Highlighting Text</b>	In text editing, this involves using the mouse to select text for editing size, font, color, etc.
<b>Hold</b>	Pressing and holding down the mouse button without lifting your finger to highlight or drag objects; also describes the proper technique for holding the mouse
<b>Home Row</b>	The place on the keyboard where you always start and return to while typing: (ASDF—JKL;)
<b>Hotspots</b>	Interactive, invisible objects or shapes used in place of buttons when no visible fill or outline is needed; contains hover or on-click triggers that perform an action
<b>Insert</b>	Placing text or objects where needed at the insertion point or cursor
<b>Item Review Screen</b>	A screen displayed at the end of the GED® test that list questions answered or flagged for review
<b>Keyboard Layout</b>	Any specific mechanical, visual, or functional arrangement of the keys, legends, or key-meaning associations of a computer.
<b>Keyboard Shortcuts</b>	Shortcuts used instead of the mouse, to perform special actions to save time; <b>Ctrl</b> + <b>X</b> performs the Cut action, for example
<b>Left Click</b>	The common mouse action which involves gently pressing and releasing the left mouse button while pointing at an object
<b>Link</b>	An interactive word, usually in bold or underlined, or a shape or picture, that opens a web page when clicked
<b>Maximize</b>	Makes the window of an application larger

<b>Minimize</b>	Makes the window of a program smaller and places it on the main computer taskbar for later use
<b>Modifier Keys</b>	Alters the functions of other keys
<b>Navigation Keys</b>	Moves the text cursor on the screen
<b>Next</b>	Navigates forward to a new or next page or window
<b>Numeric Keypad</b>	Used for performing calculations, usually on a spreadsheet
<b>Online Calculator (TI-30XS)</b>	The calculator that will be available during the GED® test
<b>Onscreen Color Combinations</b>	Options on the online GED® test that allows the user to change the test's text and background colors for easier use
<b>Page Tabs</b>	Refers to sub-pages on a main page, usually tabbed, allowing the user to select them
<b>Paste</b>	Puts an object recently placed on the clipboard in another place in a document
<b>Point</b>	Moving a pointer to a certain location on the screen
<b>Previous</b>	Navigates backward to the previous page or window
<b>QWERTY</b>	Describes the modern-day keyboard layout for Latin-based script; the name refers to the first six letters on the top letter row of the keyboard (Q, W, E, R, T, Y)
<b>Radio Button</b>	Allows the user to choose only one of a predefined set of options, usually on a computerized form
<b>Redo</b>	Reverses the Undo or advances the buffer to a more current state
<b>Right Click</b>	When used on text or other objects, a menu appears with options containing actions to perform
<b>Scroll/Mouse Wheel</b>	Located between the left and right mouse buttons
<b>Scroll/Scrolling</b>	Brings into view the portions of an object that extend beyond the borders of the window
<b>Scrollbar</b>	Enables the user to scroll the content of a window to the left and right or up and down

<b>Shift Key</b>	A modifier key, used to type capital letters and other alternate “upper” characters (!, ^, &, \$, for example)
<b>Spacing</b>	The amount of space between letters or a group of letters, lines, or paragraphs
<b>Tab/Tabulator/Tabular Key</b>	Advances the cursor or insertion point to the next tab stop in text editing or a table, or to the next field on a computerized form
<b>Test Progress Indicator</b>	The Question line that indicates which question number the tester is on
<b>Test Timer</b>	Located in the upper right corner of the screen during the GED® test, this information displays a clock and the Time Remaining
<b>Textbox/Text Field/Text Entry Box</b>	A graphical control element intended to enable the user to input text information to be used by a program or website
<b>Time Remaining</b>	The amount of time left to complete the test
<b>Title Bar</b>	A graphical control element located at the top of a window; displays the name of an application, document, or website
<b>Total Number of Questions</b>	The second number on the Question line that indicates the total number of questions on the test
<b>Undo</b>	Reverses the last change done to a document, reverting it to an older state



