**My Computer Pre-entry Test**

Text highlighted in grey indicates Capital letters

Font for body text is Arial 12pts

Arial 20pts, Bold, Centred

All **margins** 2.5cm (top, bottom, left & right)

Headings - Arial 14pts, Bold, Left Aligned.

**Why do a test in the first place?**

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.

Spelling

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

Spelling

Italics

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

Arial 12pts, Bold, Centred

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

Underlined text

**What sort of test will I get?**

Part 1 will consist of a 10 minute test on my knowledge of Windows 7

I will be asked to open, switch between, maximise, minimise and close multiple commonly used programs. I will need to know how to open, copy, move, create, rename and delete new sub folders and files.

Check Spelling

Underlined text

Part 2 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:

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

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

Numbered paragraphs in correct order.

Spelling

**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.
	4. I should be able to determine whether paragraphs are single, 1.5 or double line spaced. **I should not under any circumstances insert paragraphs 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.

Bold

* 1. Short cut keys such as **Shift F3** allow text to be changed to Initial Capitals, UPPER CASE or lower case.

Bold

* 1. 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.

Underlined text

Part 3 consists of a speed & accuracy typing test

* Applicants are instructed to open a blank typing document located in the **My Documents \ Word Tests** folder.

Bold

* Five minutes is allocated for the typing test. At the end of 5 minutes applicants are to stop typing and save their document.

Bullets in correct order

* 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 minimum entry requirements.

Centred text

Arial 14pts, Bold, Centred

**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 16/20 or 80% I will be deemed to have not met the minimum entry requirements into the South Australia Police.

Spelling

* **The police are not looking for computer gurus, but people who have a good working knowledge of Windows and Word.**

Bullets in correct order & Bold

* **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