Media Arts
Mac Skills Testing

This test is for self-assessment purposes only. No grade will be recorded. Do not ask your neighbor for assistance. Try not to "Google it". This is to help you in determining if you are ready for this class or need a MAC 911 session to get up to speed so be very honest in your scoring.

Hands-on Skills Assessment for Mac Users
Part 1

Time to get started! Can you do the following without 'Googling it?'. Self score using the following marks:

✓ = fully competent

- = needs work

x = unable to complete

Try the following:

_____ Locate the main Apple menu bar, the docking station, the desktop and Spotlight.

_____ Find information about this Mac such as the MAC OS version and how much memory it has.

_____ Open any software application from the dock. Keep it open.

_____ Re-size it to fit 1/2 of your screen

_____ Move the application window to the opposite side of your screen.

_____ Open another application.

_____ On the dock, identify all the programs that are currently "running" (open).

_____ Minimize the application window of one of your open apps [send it to the dock] reopen and then maximize it. Close/exit the application.

_____ On your computer locate where to plug in a portable storage device such as a thumbdrive, then locate the headphone jack and the on/off button.

Bonus question

_____ Without shutting down a computer, how do you exit an application if it freezes up? Think 'Force Quit'.

Now complete the following exercise.

_____ 1. Create a folder on your desktop

_____ 2. Name your folder 'lastname_firstinitial' [example keene_m]

_____ 3. Open Finder and locate and open the software application TextEdit.

_____ 4. Create a new document in txt [text format not .rtf]

_____ 5. Type your full name on the first line.

_____ 6. Save this file as test_lastname_firstinitial.txt [example: doc_keene_m.txt] Save it to your desktop.

_____ 7. While on this document access the printer, once you have found it, cancel. Close the document.

_____ 8. Determine the size of this file, in kilobytes

_____ 9. From the desktop, make a copy of this file.

_____ 10. Place the copy in your folder 'lastname_firstinitial copy.txt.
_____ 11. Delete the original file.
_____ 12. Empty the trash.
_____ 13. Rename your folder test1_yourinitials [example test1_mk]

How'd you do? No worries if you need to brush up. We have a Mac 911 short course that will have you up to speed in no time. Check with your instructor for more information on dates and times. If you passed this section you are ready to continue on to Part 2.

Hands-on Skills Assessment for Mac Users
Part 2

The Mac OS
Check yourself on the following competencies then try the hands-on exercise.
✓ = fully competent
- = needs work
x = unable to complete

Do you
_____ have an understanding of the Mac OS (what is placed where i.e.: where fonts live, where downloads go, how do the "library" folders, "users" folders, etc. work together, and what is in each location.)
_____ understand the difference between macs at home and the workstation macs (with a home folder on the network), and how that might affect things like throughput.
_____ understand that System Preferences & Application preferences exist, what their differences are and what those can do for the user.
_____ understand the concept that in Mac OS, when you close a window, it does not shut down the application like it does in Windows.
_____ know why it is a good idea to copy your files to a local drive instead of working off of a thumb drive.
_____ understand that when you drag thumbdrive/hard drive files to the trash, you don't recover the space back on your storage device until you empty the trashcan.
_____ know how to burn a CD/DVD from the finder?

If you gave yourself a "-" or "x" on several of the above it is probably time for Mac 911.

Try this hands-on skills test:
The objective is to create a project folder that defines hierarchy of the project and support files. Good organizational skills are a must in this industry.
_____ 1. Using Spotlight find and open your folder called test1_yourinitials. Exit/close this folder.
_____ 2. Check to see if your right mouse button is activated. If not, can you figure out how to turn it on?
_____ 3a. Create a new folder by right clicking on your desktop.
_____ 3b. Name your folder 'Project1'
_____ 4. Nesting folders [creating folders within folders]. Open your Project 1 folder and while inside of this folder create 3 more folders. Title as follows: content, layouts, photography. Exit and go to your desktop.
_____ 5. From the desktop zip [compress] your Project 1 folder.
_____ 6. Move the original Project 1 folder into your test1_yourinitials folder.
_____ 7. Delete your zipped folder, but do not empty the trash.

How'd you do on this round? The ability to quickly create, name, copy, compress, move and delete folders and files are crucial to your success in the Media Arts Program. Once again, Media Arts offers a Mac 911 workshop that will have you up to speed in no time. Check with your instructor for more information on dates and times. Time to move on to the last portion of the test, part 3.

Hands-on Skills Assessment for Mac Users
Part 3

Software and Communications
This is it! Let's get started. Check yourself on the following competencies then try the hands-on exercise.

✓ = fully competent
- = needs work
x = unable to complete

Can you
___ Save work in various ways on various storage devices & understand file types (.doc, .odt, .txt, .rtf, .jpg, png .gif, .ppt .xls).
___ Understand how to access the Internet and can do so from home or work using common Internet Browsers (e.g., Chrome, Firefox, Safari).
___ Describe basic features of e-mail and the World Wide Web.
___ Send, receive, forward, open and send attachments, and print e-mail messages.
___ Upload and download files from the Internet.

Hands-on skills test

___ 1. Launch the Mac TextEDIT application, Type in your name, the name of your course and the date. Save the document to your desktop as test3.rtf. You may need to change the page format from Plain Text to Rich Text. See 'Format' on the main menu bar.
___ 2. Copy/paste it into a word doc or open office doc and save.
___ 3. Demonstrate the ability to use the copy/paste and cut/paste commands, change fonts: type, size, color and style, use numbering, bullets, and color in documents and use the spell checker.

You may go to the internet and get text from another website or go to http://www.lipsum.com/ *and copy/paste some text. [The text on this page is called Lorem Ipsum.* **Lorem Ipsum** *is simply dummy text of the printing and typesetting industry and is used for layout purposes.]*

___ 4. Go to the web and do a Google search for "Creative Commons logo". Download one of the logos to your desktop.
___ 5. Incorporate the image into your document in two different sizes. Save.

All done! Add up the number of "+", "-" and "x" 's on all e sections and see how you did. Continue to the next page.

YOUR RESULTS

How'd you do? No worries if you need to brush up. We have tutorial options and a Mac 911 short course that will have you up to speed in no time.

- If you receive a low score or feel the need to brush-up on your basic computer skills go to: http://www.gcflearnfree.org/topics
  and work on the related tutorials and/or view related videos.
- If you did not pass any sections of the test or would simply like to brush-up on your skills you can sign-up for the 3-hour **Mac 911 workshop**. There is no cost to this workshop. The workshop will cover the competencies listed in the document *Recommended_Skills_for_Class.pdf*.

  To register for the Mac 911 workshop go to:
  http://lanecc.edu/mediaarts/mac911/
  The registration link is in the yellow box at the top of the page.