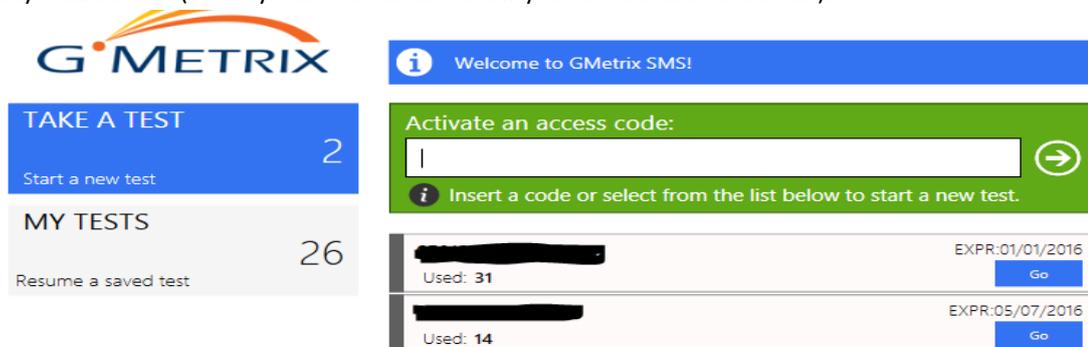# GMetrix MOS Practice Tests Quick Start Guide

Installation Instructions

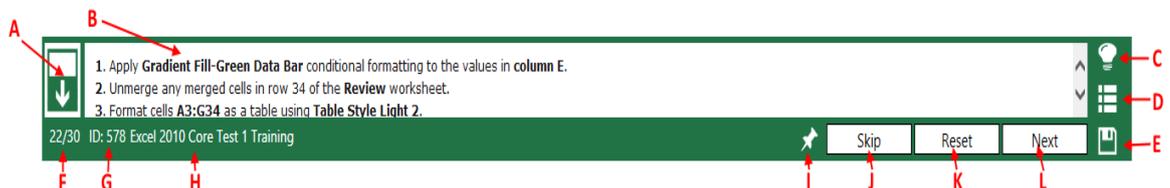1. Download the latest version of the GMetrix SMS client at www.gmetrix.net/downloads.
2. When prompted by your internet browser, select the Run option.
3. Follow the on-screen prompts in the GMetrix setup wizard to complete the installation process. Once completed, you can launch the application.

Starting a Test

1. If you haven't already, create a GMetrix account by clicking "Sign up now" at the bottom-right corner of the login screen or by going www.gmetrix.net.
2. Log in to the client, and you will see the screen shown below. If you do not, select the button that says Take a Test (The My Tests screen will allow you to resume a saved test).

3. If this is your first time logging in, or you have received a new access code, enter your access code in the green box and click the arrow.
4. If you have already entered an access code, you can select it by clicking the Go button.
5. Once you have selected your code, choose your desired application and test from the Practice Test Selection screen. You can also choose between Training mode, which will allow you to view hints and retry missed questions, and Testing mode, which will simulate actual testing conditions.
   IMPORTANT: Remember that the version of the application you are trying to test for and the version of Microsoft Office on your computer must be the same!
6. Starting the test will launch the required program as well as the GMetrix question panel shown below.

a. **Dock Position:** Allows you to change the dock position of the question bar.
b. **Question Box:** Shows the steps required to complete the question.
c. **Hints:** Opens the Hints panel, which gives step by step instructions on how to complete the question (only available in Training mode).
d. **Go to Question:** Allows you to go directly to any question on the test.
e. **Save:** Allows you to save and exit the test. Saved tests can be resumed from the My Tests section of the GMetrix SMS application.

f. **Question Number:** Shows your current question and the total number of test questions.
g. **Question ID:** The question's universal ID number.
h. **Mark for Review:** Allows you to return to this question later for further review.
i. **Skip:** Skips the current question.
j. **Reset:** Resets the current question
k. **Next:** Finish the current question and move on to the next one.