

# ***TestOut***<sup>®</sup>

LabSim 5 Navigation – Desktop Pro

## TUTORIAL

Click the product thumbnail or the product title to launch the course.

The screenshot shows the TestOut University interface. At the top, there is a navigation bar with the TestOut logo, a notification icon, and a welcome message for June. Below this, there are tabs for 'My Products' and 'Certifications'. The main section is titled 'My Classes (TestOut University)' and contains an 'Enroll' button and an 'Unenroll' button. A table lists classes, with the first row showing 'CIS105' by 'George, Stevie' with '0' pending exams and 'TestOut Desktop Pro - 4.0.1' as a required product. A red arrow points from the product name in the table to the product details below. The 'My LabSim Products' section features a '+ Add' button and a product card for 'TestOut Desktop Pro English 4.0.1'. The product card includes a thumbnail, ISBN, expiration date, and sections for 'Prepares you for' (listing 'TestOut Desktop Pro') and 'Associated Classes' (listing 'CIS105 (George, Stevie)'). A 'Reports' button is also visible. A red arrow points to the product thumbnail, and another red arrow points to the 'TestOut Desktop Pro' link in the 'Associated Classes' section.

Let's click the outline icon to see how the course is setup.


The screenshot shows the course page for 'TestOut Desktop Pro English 4.0.1'. The page title is '0.1 Video: Introduction to Desktop Pro'. In the top right corner, there is a navigation menu with a home icon, an outline icon (highlighted by a red arrow), and an 'Actions' dropdown. The main content area features a video player with the title 'Introduction to Desktop Pro' and the subtitle 'LabSim Navigation'. To the right of the video player, there are two play buttons: 'Play Video' and 'Play with Interactive Script'.


The product is setup by chapter topics and within each chapter are section topics.


**Course Outline** [X]

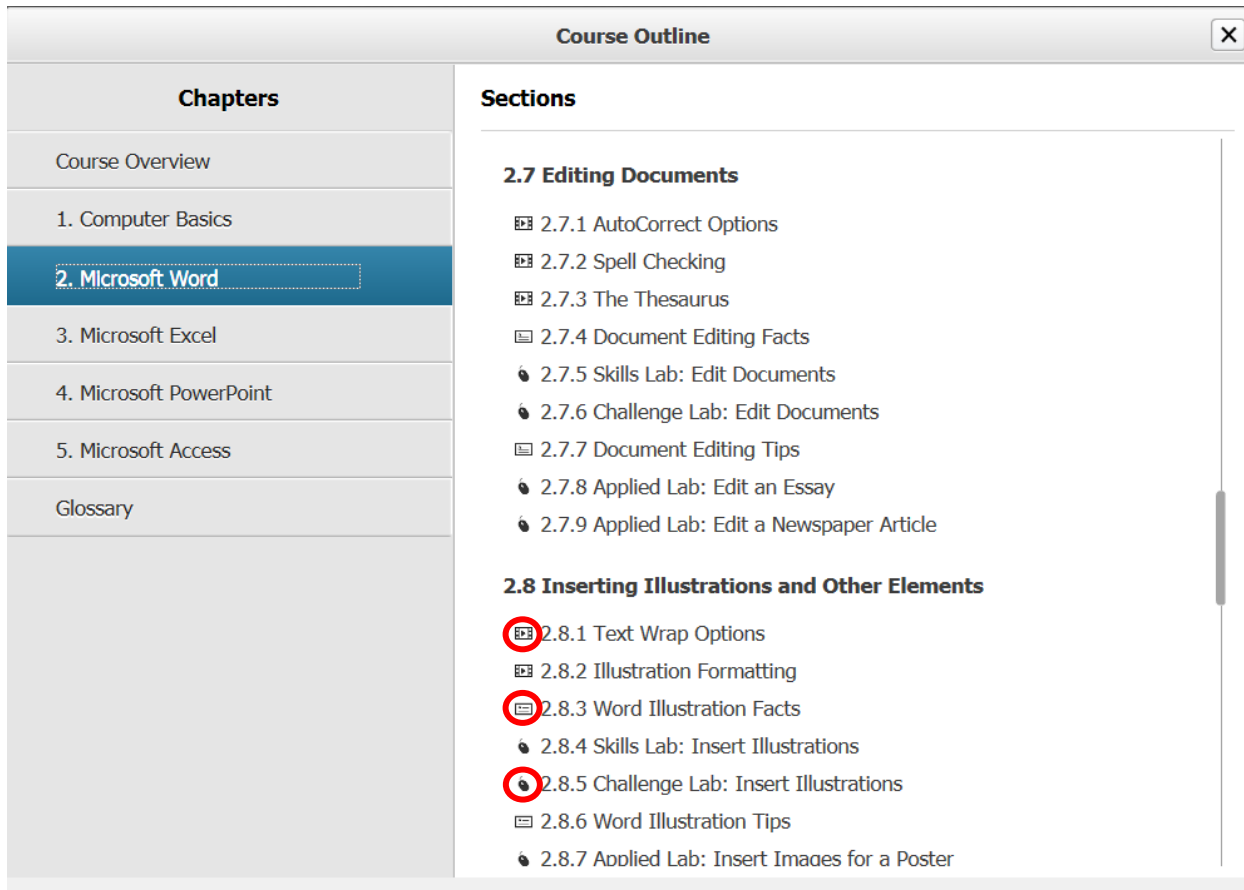
Chapters	Sections
Course Overview	
1. Computer Basics	
<b>2. Microsoft Word</b>	<b>2.1 Introduction to Word</b> <ul style="list-style-type: none"><li>2.1.1 Learning Office Applications</li><li>2.1.2 Lab Types</li><li>2.1.3 Introduction to Word</li><li>2.1.4 Word Tasks Overview</li></ul>
3. Microsoft Excel	
4. Microsoft PowerPoint	
5. Microsoft Access	<b>2.2 Creating Documents</b> <ul style="list-style-type: none"><li>2.2.1 Text Selection</li><li>2.2.2 The Clipboard</li><li>2.2.3 Document Creation Facts</li><li>2.2.4 Skills Lab: Create Documents</li><li>2.2.5 Challenge Lab: Create Documents</li><li>2.2.6 Document Creation Tips</li><li>2.2.7 Applied Lab: Prepare a Business Memo</li><li>2.2.8 Applied Lab: Reorganize Class Notes</li></ul>
Glossary	<b>2.3 Managing and Printing Documents</b> <ul style="list-style-type: none"><li>2.3.1 Document File Formats</li><li>2.3.2 Word Printing Tips</li></ul>

Within the sections are various activities. The icons represent the type of learning activity and can be clicked on to launch those activities.

 represents a video lesson

 represents a text lesson.

 represents a lab exercise.



The screenshot shows a window titled "Course Outline" with a close button (X) in the top right corner. The window is divided into two main columns: "Chapters" on the left and "Sections" on the right. The "Chapters" column lists: Course Overview, 1. Computer Basics, 2. Microsoft Word (highlighted with a blue background and a dashed border), 3. Microsoft Excel, 4. Microsoft PowerPoint, 5. Microsoft Access, and Glossary. The "Sections" column is currently expanded to show section 2.7, "Editing Documents", and section 2.8, "Inserting Illustrations and Other Elements". Section 2.7 includes items 2.7.1 through 2.7.9, with 2.7.5, 2.7.6, and 2.7.9 marked with a lab exercise icon. Section 2.8 includes items 2.8.1 through 2.8.7, with 2.8.1, 2.8.3, and 2.8.5 marked with a lab exercise icon. A vertical scrollbar is visible on the right side of the sections list.

While you don't need to use this outline feature to navigate, it can be helpful if there is a specific activity you want to review and is an easy way to move from one activity to another without going in sequential order. Now let's exit the outline view.

Before each section there are study questions and an outline of what you will be learning. Simply use the right arrow to move forward to the next activity and the left arrow to go back to the previous activity.

**TestOut** TestOut Desktop Pro English 1.0.18

Chapter 2: Microsoft Word  
2.8 Inserting Illustrations and Other Elements

As you study this section, answer the following questions:

- How can you effectively use graphics in your more creative documents?
- Which text wrap settings are typically the most appropriate for images inserted into a document?
- How can picture styles enhance or detract from the quality of your documents?

This section gives you extensive practice using illustrations, pictures, and other graphics. After finishing this section, you should be proficient in the following tasks:

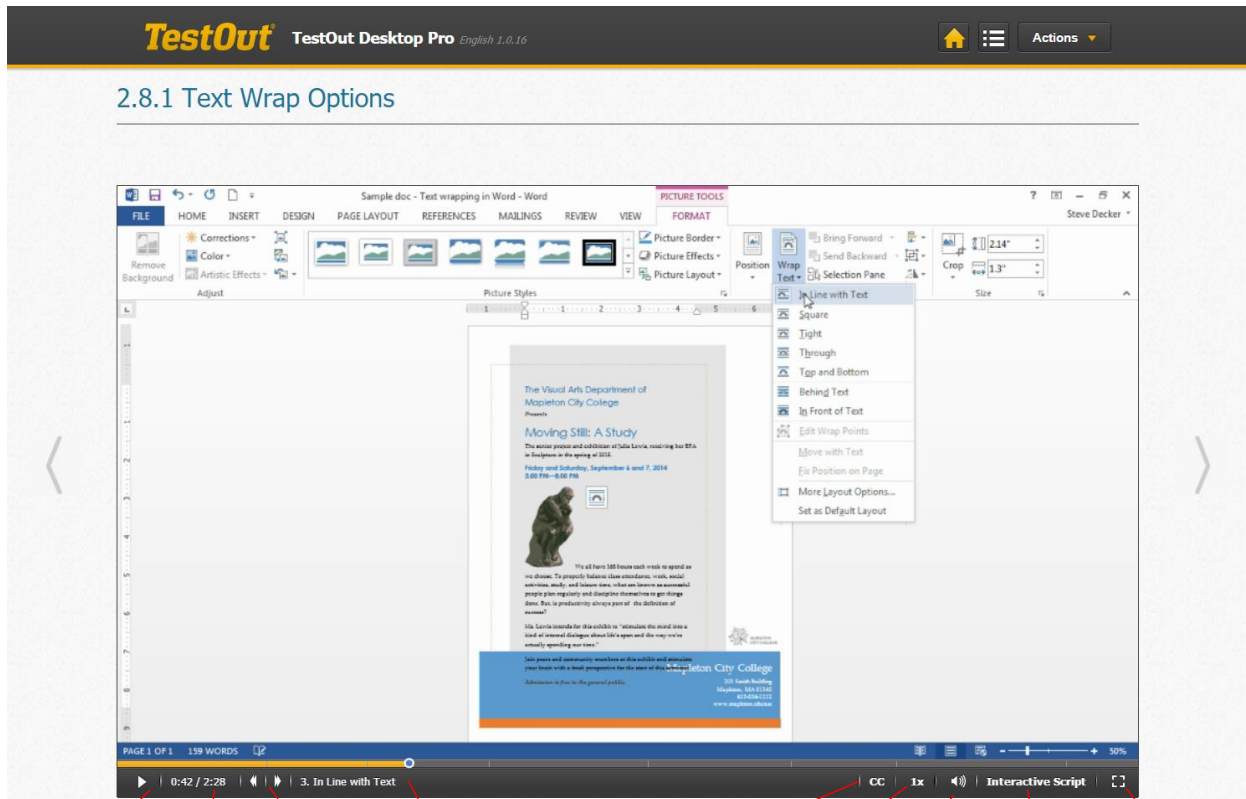
- Insert a picture from a file.
- Insert a picture from the Internet.
- Resize a picture or graphic.
- Move and align an image.
- Modify picture styles.
- Insert a symbol.
- Insert a shape.
- Insert the current date into a document.
- Delete a picture or graphic.
- Modify text wrap settings for visual appeal.
- Apply best practices in using graphics.

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Within the videos the first option is to play the video by itself or with an interactive script, it doesn't matter which option you select initially because you can go to the other option any time. So let's start by clicking "Play Video".

The screenshot shows the TestOut Desktop Pro interface. At the top, the logo 'TestOut' is in orange, followed by 'TestOut Desktop Pro' and 'English 1.0.16'. There are navigation icons for home, menu, and actions. The main content area is titled '2.8.1 Text Wrap Options'. Below the title is a video player. The video player has a dark background and shows a thumbnail with the text 'Text Wrap Options' and 'Microsoft Word'. To the right of the thumbnail are two play buttons: 'Play Video' and 'Play with Interactive Script'. A red arrow points to the 'Play Video' button. The bottom of the interface shows a copyright notice: 'Copyright © 2016 TestOut Corporation All rights reserved.' and 'Powered by LABSIM'.

There are a variety of features available within the videos as outlined below.



Play  
pause

Video time  
total time

Back  
Fwd

Topic  
info

Closed  
captioning

Playback  
speed

Volume  
control

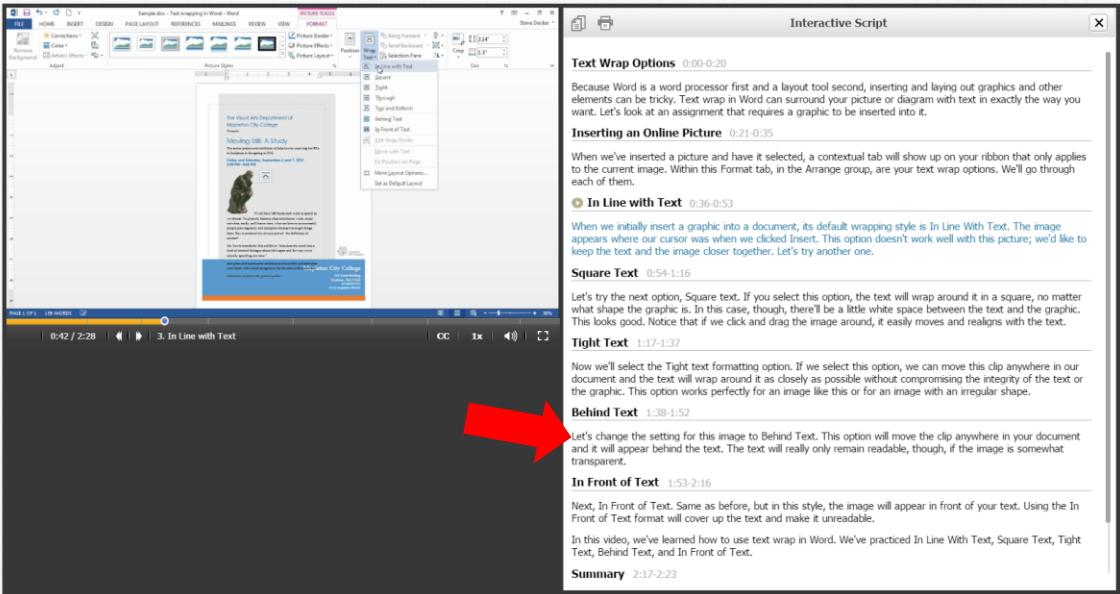
Interactive  
Script

Full  
screen

You can opt to go to the “Interactive Script”, which displays the text while also showing the video. Within this script you can quickly move from one point within the video to another by clicking any block of text.

**TestOut** TestOut Desktop Pro English 1.0.16

### 2.8.1 Text Wrap Options



The screenshot shows the Microsoft Word interface with the 'Picture Tools' context menu open, highlighting the 'Text Wrap' options. A red arrow points from the 'Behind Text' option in the menu to the corresponding section in the 'Interactive Script' window on the right. The script window contains the following text:

**Text Wrap Options** 0:00-0:20  
Because Word is a word processor first and a layout tool second, inserting and laying out graphics and other elements can be tricky. Text wrap in Word can surround your picture or diagram with text in exactly the way you want. Let's look at an assignment that requires a graphic to be inserted into it.

**Inserting an Online Picture** 0:21-0:35  
When we've inserted a picture and have it selected, a contextual tab will show up on your ribbon that only applies to the current image. Within this Format tab, in the Arrange group, are your text wrap options. We'll go through each of them.

**In Line with Text** 0:36-0:53  
When we initially insert a graphic into a document, its default wrapping style is In Line With Text. The image appears where our cursor was when we clicked Insert. This option doesn't work well with this picture; we'd like to keep the text and the image closer together. Let's try another one.

**Square Text** 0:54-1:16  
Let's try the next option, Square text. If you select this option, the text will wrap around it in a square, no matter what shape the graphic is. In this case, though, there'll be a little white space between the text and the graphic. This looks good. Notice that if we click and drag the image around, it easily moves and realigns with the text.

**Tight Text** 1:17-1:37  
Now we'll select the Tight text formatting option. If we select this option, we can move this clip anywhere in our document and the text will wrap around it as closely as possible without compromising the integrity of the text or the graphic. This option works perfectly for an image like this or for an image with an irregular shape.

**Behind Text** 1:38-1:52  
Let's change the setting for this image to Behind Text. This option will move the clip anywhere in your document and it will appear behind the text. The text will really only remain readable, though, if the image is somewhat transparent.

**In Front of Text** 1:53-2:16  
Next, In Front of Text. Same as before, but in this style, the image will appear in front of your text. Using the In Front of Text format will cover up the text and make it unreadable.

In this video, we've learned how to use text wrap in Word. We've practiced In Line With Text, Square Text, Tight Text, Behind Text, and In Front of Text.

**Summary** 2:17-2:23

The next activity type are the text documents that provide a summary about the topic.

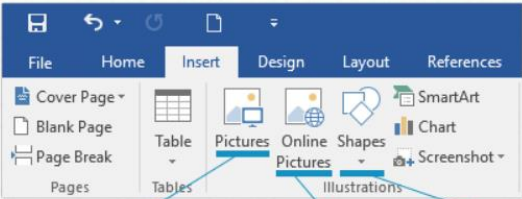
**TestOut** TestOut Desktop Pro English 4.0.1

### 2.8.3 Word Illustration Facts

You can insert images, clip art, and shapes into your document from many different sources, including the Internet, other Word documents, or images saved on your computer. Inserted media can be formatted by using different picture tools, such as text wrap, crop, and image styles. To insert both images and pre-formatted text, use the **Insert** tab on the ribbon.

Most image formatting can be done from the **Picture Tools** context-sensitive tab that appears when an image is selected.

**Image 1: Illustrations Group on Insert Tab**

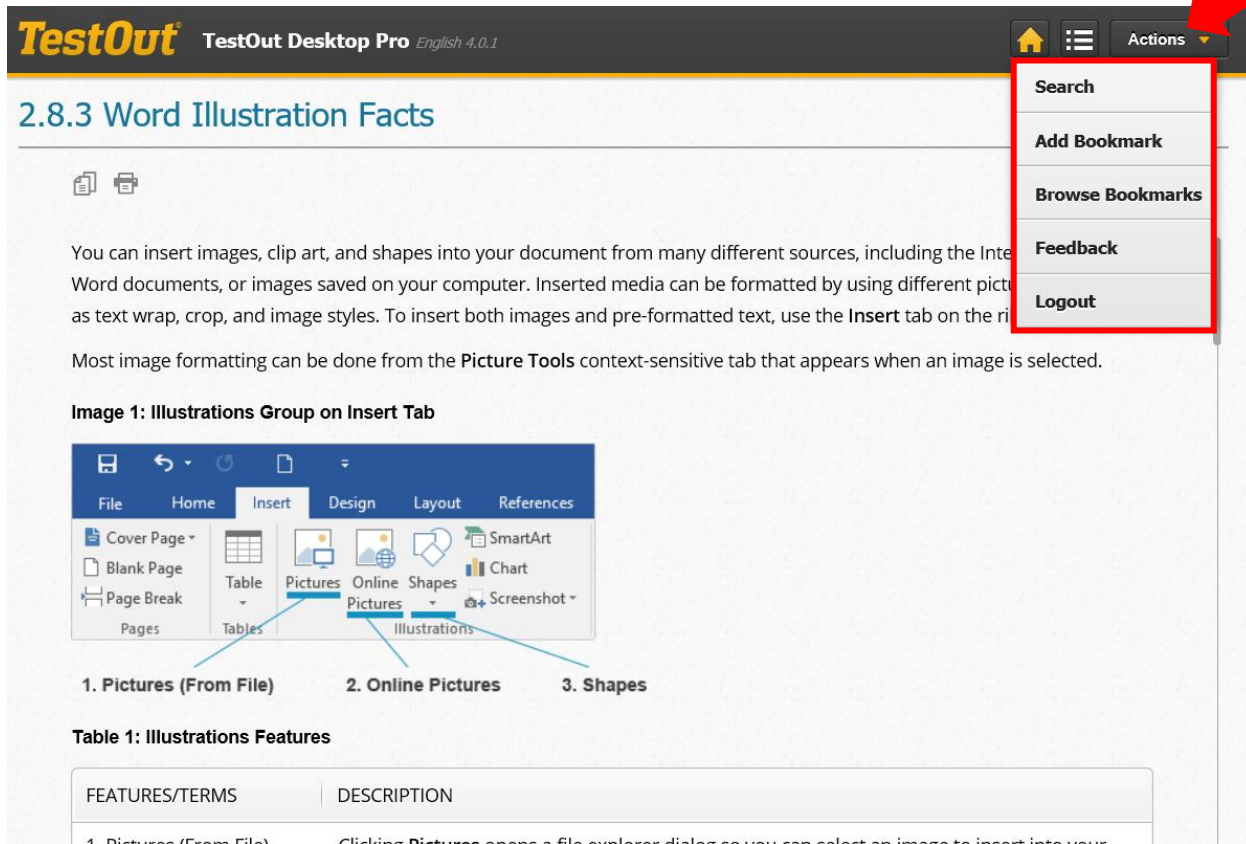


The screenshot shows the Microsoft Word ribbon with the 'Insert' tab selected. The 'Illustrations' group is highlighted, and three items are labeled with numbered arrows:

1. Pictures (From File)
2. Online Pictures
3. Shapes



Clicking the “Actions” drop down button provides additional options.



The screenshot shows the TestOut Desktop Pro interface. At the top right, the 'Actions' dropdown menu is open, with a red arrow pointing to it. The menu options are: Search, Add Bookmark, Browse Bookmarks, Feedback, and Logout. Below the menu, the page title is '2.8.3 Word Illustration Facts'. The main content area contains text about inserting images and a section titled 'Image 1: Illustrations Group on Insert Tab'. This section shows a screenshot of the Microsoft Word ribbon with the 'Insert' tab selected. The 'Illustrations' group is highlighted, and three items are labeled: '1. Pictures (From File)', '2. Online Pictures', and '3. Shapes'. Below this is 'Table 1: Illustrations Features', which is a table with two columns: 'FEATURES/TERMS' and 'DESCRIPTION'. The first row of the table is partially visible, showing '1. Pictures (From File)' and its description.

**Image 1: Illustrations Group on Insert Tab**

**Table 1: Illustrations Features**

FEATURES/TERMS	DESCRIPTION
1. Pictures (From File)	Clicking Pictures opens a file explorer dialog so you can select an image to insert into your

The labs are designed to give you experience within a simulated environment. There are three different types of labs in the Desktop Pro course. 1) Skills labs are designed to help you learn basic competency. 2) Challenge labs allow you to demonstrate your skill proficiency. 3) Applied labs are like a final test.

Let's look at each lab option. First a "Skills Lab". Click "Start Lab" to begin.

**TestOut** TestOut Desktop Pro English 1.0.16

## 2.8.4 Skills Lab: Insert Illustrations

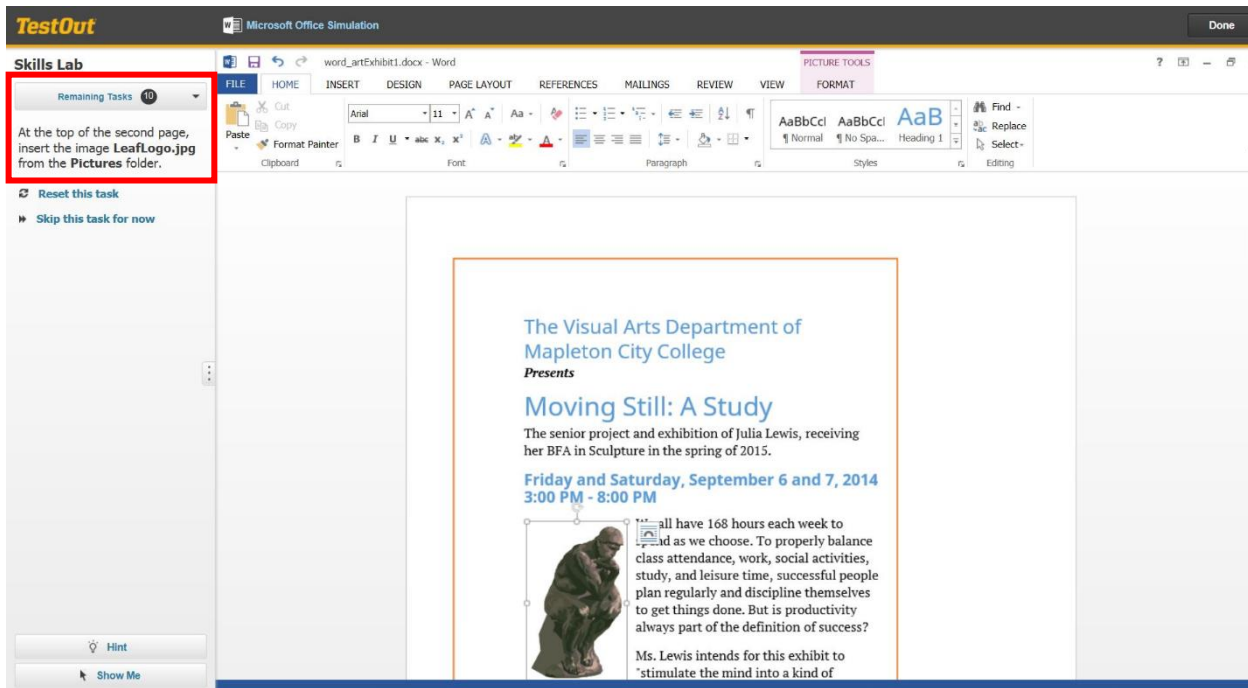
This lab will ensure that you have achieved a basic level of competency in inserting and formatting pictures, shapes, and other elements into a document. You will practice inserting pictures from files as well as from the Internet, resizing and aligning pictures, modifying text wrap settings, inserting symbols and shapes, and inserting the current date.

When you feel comfortable with these basic tasks, move on to the next lab, which will challenge you to achieve an even greater level of proficiency in a timed environment.

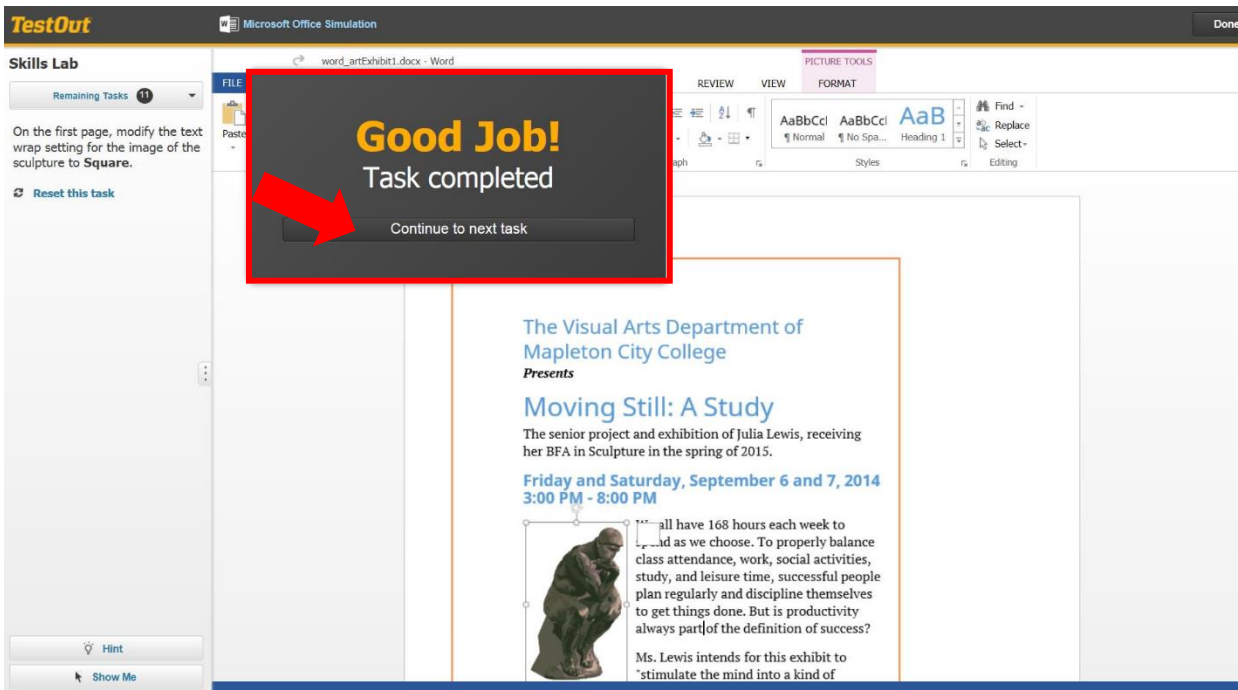
**Note:** Hints and video demonstrations are available for each task. However, to pass off a task you need to perform it correctly without help.

[Start Lab](#)

The first task is listed on the left. Complete the task as outlined.

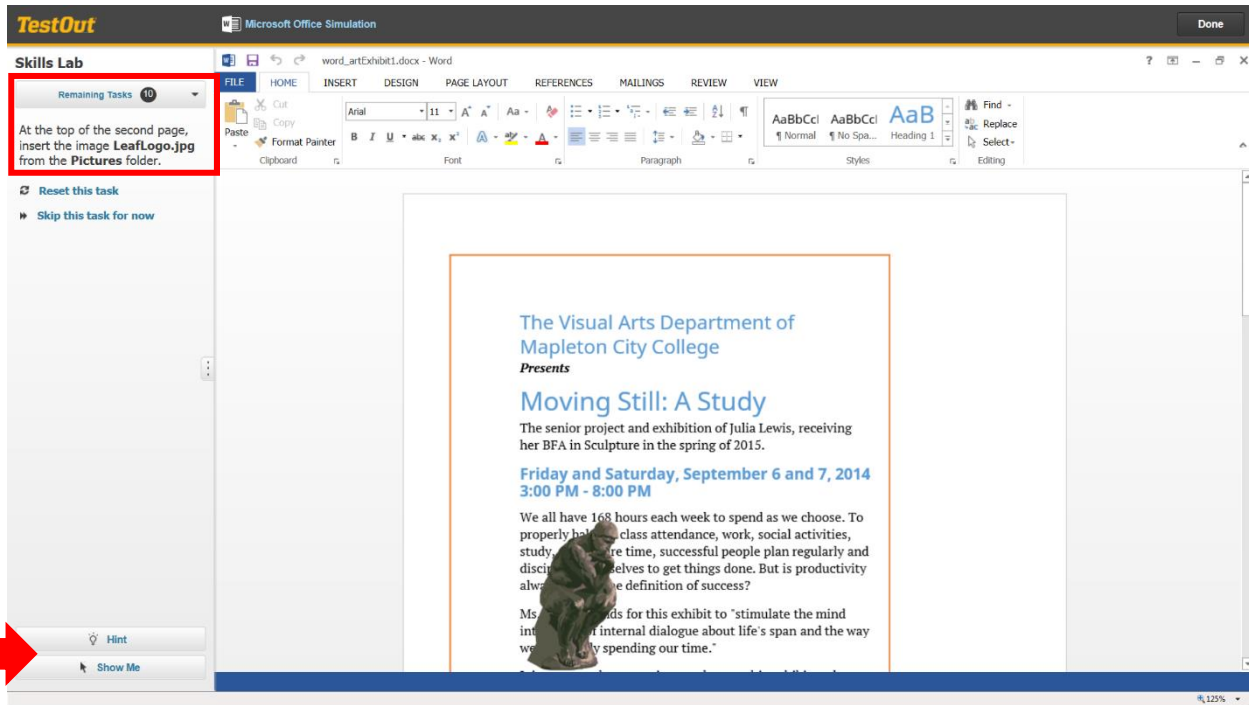


Once you've completed the task correctly immediate feedback will appear on the screen. Click "Continue to next task".

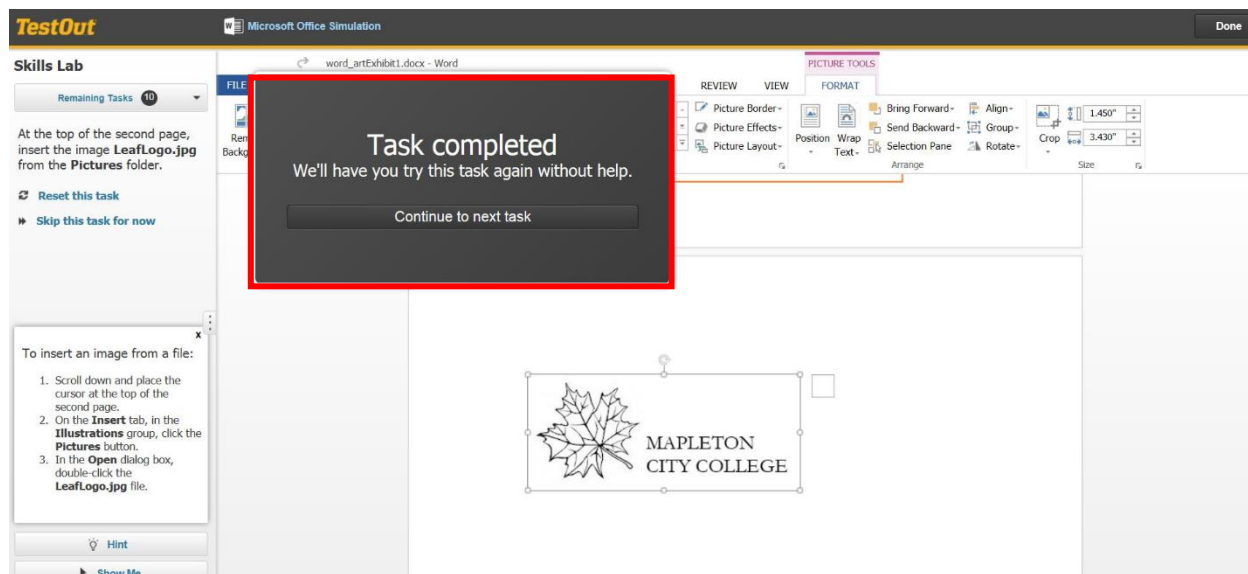


Please note that once you move to the next task the previous task you just completed resets. So completed tasks are not saved; however, this does not affect your score, and the number of “Remaining Tasks” will also reflect correctly.

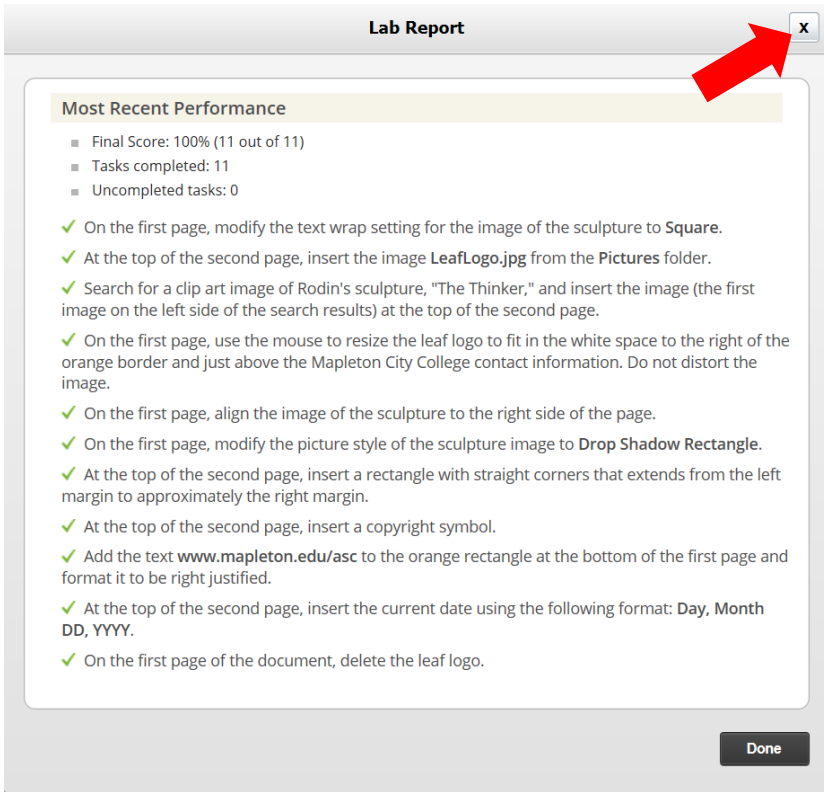
If you can't remember how to do a particular task you are welcome to use the “Hint” (text) or “Show Me” (demo) buttons for assistance.



If you used either help option to complete the task correctly you will still be required to do the task again. The task gets randomized back into the “Remaining Tasks”.



After you have completed all the tasks, a final “Lab Report” will be displayed. Click the X to close this window. You are welcome to redo the skills labs as often as you like.



**Lab Report**

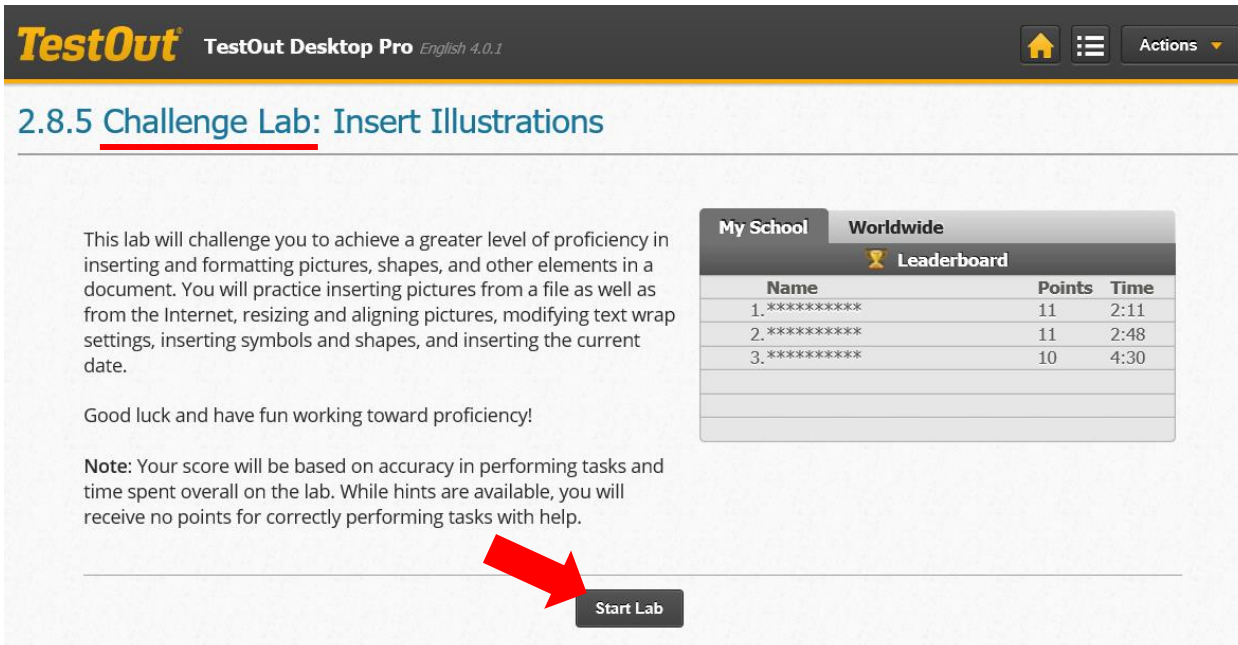
**Most Recent Performance**

- Final Score: 100% (11 out of 11)
- Tasks completed: 11
- Uncompleted tasks: 0

- ✓ On the first page, modify the text wrap setting for the image of the sculpture to **Square**.
- ✓ At the top of the second page, insert the image **LeafLogo.jpg** from the **Pictures** folder.
- ✓ Search for a clip art image of Rodin's sculpture, "The Thinker," and insert the image (the first image on the left side of the search results) at the top of the second page.
- ✓ On the first page, use the mouse to resize the leaf logo to fit in the white space to the right of the orange border and just above the Mapleton City College contact information. Do not distort the image.
- ✓ On the first page, align the image of the sculpture to the right side of the page.
- ✓ On the first page, modify the picture style of the sculpture image to **Drop Shadow Rectangle**.
- ✓ At the top of the second page, insert a rectangle with straight corners that extends from the left margin to approximately the right margin.
- ✓ At the top of the second page, insert a copyright symbol.
- ✓ Add the text **www.mapleton.edu/asc** to the orange rectangle at the bottom of the first page and format it to be right justified.
- ✓ At the top of the second page, insert the current date using the following format: **Day, Month DD, YYYY**.
- ✓ On the first page of the document, delete the leaf logo.

**Done**

The next lab is a “Challenge Lab”. Click “Start Lab” to begin.



**TestOut** TestOut Desktop Pro English 4.0.1

**2.8.5 Challenge Lab: Insert Illustrations**

This lab will challenge you to achieve a greater level of proficiency in inserting and formatting pictures, shapes, and other elements in a document. You will practice inserting pictures from a file as well as from the Internet, resizing and aligning pictures, modifying text wrap settings, inserting symbols and shapes, and inserting the current date.

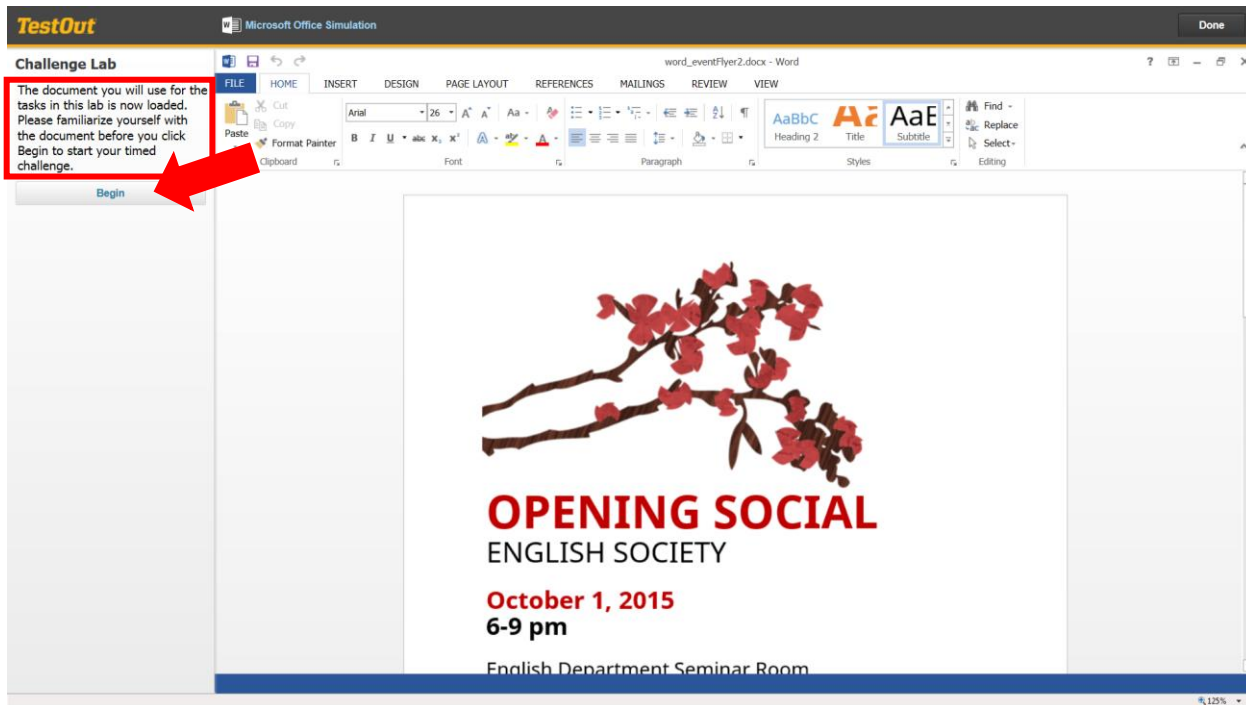
Good luck and have fun working toward proficiency!

**Note:** Your score will be based on accuracy in performing tasks and time spent overall on the lab. While hints are available, you will receive no points for correctly performing tasks with help.

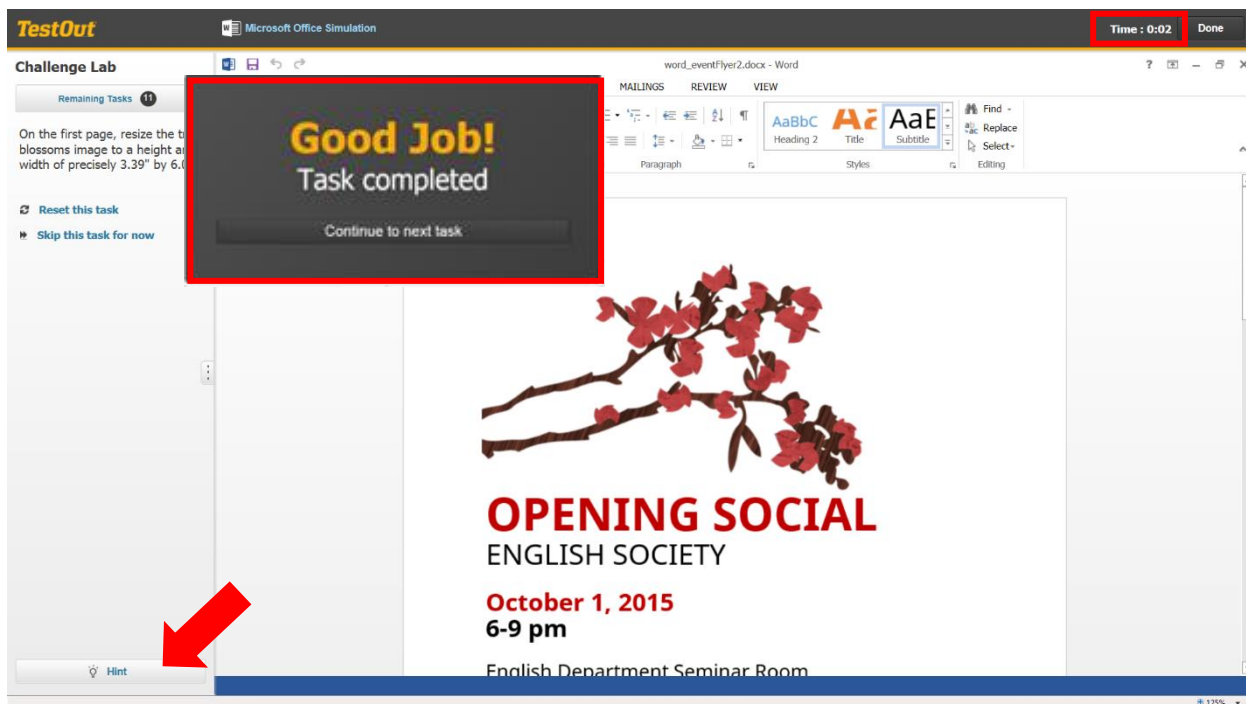
My School		Worldwide	
🏆 Leaderboard			
Name	Points	Time	
1.*****	11	2:11	
2.*****	11	2:48	
3.*****	10	4:30	

**Start Lab**

Initially you should become familiar with the document before clicking “Begin” since this exercise will now be timed. You will be doing similar tasks as in the “Skills Lab”.



After clicking begin the timer will start and will continue to run until you have completed the last task. If you can't remember how to do a particular task only the “Hint” (text) button is available now. Just like with the “Skills Lab” you will get immediate feedback.





After you have completed all the tasks, a final “Lab Report” will be displayed. Click the X to close this window.

**Lab Report**

**Your Performance**

- Final Score: 100% (11 out of 11)
- Time Spent: 3:34
- ✓ On the first page, modify the text wrap setting for the photograph to **Square**.
- ✓ On the second page, insert the image **LeafLogo.jpg** from the **Pictures** folder.
- ✓ Search for a clip art image of the American author **Edgar Allan Poe** and insert the image on the second page.
- ✓ On the first page, resize the tree blossoms image to a height and width of precisely 3.39" by 6.07".
- ✓ On the first page, align the photograph with the left side of the page.
- ✓ On the first page, modify the picture style of the photograph to **Double Frame, Black**.
- ✓ Insert a blue rectangle with straight corners at the bottom of the first page:
  - The rectangle should be immediately below the gray rectangle.
  - It should be about the same width and height as the gray rectangle.
- ✓ On the second page, insert a trade mark sign.
- ✓ Add the following centered text to the gray rectangle at the bottom of the first page: **Funded in part by the Mapleton City College Humanities Center**.
- ✓ On the second page, insert the current date using the following format: **MM/DD/YYYY**.
- ✓ On the first page of the document, delete the image of the blossoms.

**Done**

A leaderboard is available for the challenge labs. So once you’ve completed the lab you can view how well you did and see where you rank among others. You are welcome to redo the challenge labs as often as you like. Of course as your time improves the time on the “Leaderboard” will update as well.

**TestOut** TestOut Desktop Pro English 4.0.1

## 2.8.5 Challenge Lab: Insert Illustrations

This lab will challenge you to achieve a greater level of proficiency in inserting and formatting pictures, shapes, and other elements in a document. You will practice inserting pictures from a file as well as from the Internet, resizing and aligning pictures, modifying text wrap settings, inserting symbols and shapes, and inserting the current date.

Good luck and have fun working toward proficiency!

**Note:** Your score will be based on accuracy in performing tasks and time spent overall on the lab. While hints are available, you will receive no points for correctly performing tasks with help.

My School		Worldwide	
🏆 Leaderboard			
Name	Points	Time	
1. *****	11	2:11	
2. *****	11	2:48	
<b>3. Cleaver, June</b>	<b>11</b>	<b>2:59</b>	
4. *****	10	4:30	

**Challenge passed.** **Start Lab**

The “Applied Lab” provides you with the opportunity to test yourself on what you’ve learned during the topic. Everything you will be required to complete is outlined. Press “Start Lab”.

**TestOut Desktop Pro English 4.0.1** Home Menu Actions

## 2.8.7 Applied Lab: Insert Images for a Poster

You are in the process of creating a poster for an art exhibit. Your final tasks include inserting and formatting images and adding a shape with a URL to the poster design. Click the Exhibits button to see a preview of what the finished document should look like.

1. Insert and format an image of a sculpture into the body of the poster:
  - Search for and insert an online image of Rodin's sculpture, "The Thinker."
  - Without distorting the image, resize its width to approximately one inch (or the width of the word **Mapleton** near the top of the page).
  - Modify the text wrap setting for the image to **Square**.
  - Move the image just below the date and time of the event.
  - Align the image to the right side of the page.
  - Modify the picture style of the image to **Drop Shadow Rectangle**.
2. Insert and format the school logo:
  - From the **Pictures** folder, insert the graphic **LeafLogo.jpg**.
  - Modify the text wrap setting for the logo to **In Front of Text**.
  - Without distorting the image, move and resize the logo to fit at the far right side of the page in the white space just above the Mapleton City College contact information.
3. Insert a rectangle shape and the school URL at the bottom of the poster:
  - At the bottom of the page, insert a rectangle with a height of about one half inch just below and of the same width as the blue rectangle.
  - Use the **Shape Style** gallery to apply an orange fill color with white text to the new rectangle.
  - Add the following right justified text to the newly added shape: **www.mapleton.edu/asc**.

**Start Lab**

Complete each task. In these labs there is no immediate feedback. Each task is saved just like you were working on a live document and there is no longer any help option. Pressing “Exhibits” provides a sample of what the finished document should look like.

**TestOut Microsoft Office Simulation** Home Menu Actions Exhibits Reset Done

## Applied Lab

You are in the process of creating a poster for an art exhibit. Your final tasks include inserting and formatting images and adding a shape with a URL to the poster design. Click the Exhibits button to see a preview of what the finished document should look like.

1. Insert and format an image of a sculpture into the body of the poster:
  - Search for and insert a clip art image of Rodin's sculpture, "The Thinker."
  - Without distorting the image, resize its width to approximately one inch (or the width of the word **Mapleton** near the top of the page).
  - Modify the text wrap setting for the image to **Square**.
  - Move the image just below the date and time of the event.
  - Align the image to the right side of the page.
  - Modify the picture style of the image to **Drop Shadow Rectangle**.
2. Insert and format the school logo:
  - From the **Pictures** folder, insert the graphic **LeafLogo.jpg**.
  - Modify the text wrap setting for the logo to **In Front of Text**.
  - Without distorting the image, move and resize the logo to fit at the far right side of the page in the white space just above the Mapleton City College contact information.
3. Insert a rectangle shape and the school URL at the bottom of the poster:
  - At the bottom of the page, insert a rectangle with a height of about one half inch just below and of the same width as the blue rectangle.
  - Use the **Shape Style** gallery to apply an orange fill color with white text to the new rectangle.
  - Add the following right justified text to the newly added shape: **www.mapleton.edu/asc**.

**Exhibits**

The Visual Arts Department of Mapleton City College Presents **Moving Still: A Study**

The senior project and exhibitions of Julia Lewis, receiving her BFA in Sculpture in the spring of 2015.

Friday and Saturday, September 6 and 7, 2014  
3:00 PM - 8:00 PM

We all have 168 hours each week to spend as we choose. To properly balance class attendance, work, social activities, study, and leisure time, successful people plan regularly and discipline themselves to get things done. But is productivity always part of the definition of success?

Ms. Lewis intends for this exhibit to "stimulate the mind into a kind of internal dialogue about life's span and the way we're actually spending our time."

Join peers and community members at this exhibit and stimulate your brain with a fresh perspective for the start of this semester.

Admission is free to the general public.

Mapleton City College  
201 South Building  
Mapleton, MA 01542  
413-454-1212  
www.mapleton.edu/asc

**Start Lab**



Click "Done" when finished with the exercise.

The screenshot displays the Microsoft Office Simulation interface. At the top, the 'TestOut' logo is on the left, and 'Microsoft Office Simulation' is in the center. On the right, there are three buttons: 'Exhibits', 'Reset', and 'Done'. A red arrow points to the 'Done' button. Below the title bar, the ribbon shows the 'HOME' tab with various font and paragraph options. The main document area contains a poster for 'The Visual Arts Department of Mapleton City College'. The poster text includes: 'Presents Moving Still: A Study', 'The senior project and exhibition of Julia Lewis, receiving her BFA in Sculpture in the spring of 2015.', 'Friday and Saturday, September 6 and 7, 2014 3:00 PM - 8:00 PM', and a paragraph about productivity. A small image of a sculpture is visible on the right side of the poster. On the left side of the simulation, there is an 'Applied Lab' section with a list of instructions for the exercise.

**Applied Lab**  
see a preview of what the finished document should look like.

1. Insert and format an image of a sculpture into the body of the poster:
  - Search for and insert a clip art image of Rodin's sculpture, "The Thinker."
  - Without distorting the image, resize its width to approximately one inch (or the width of the word Mapleton near the top of the page).
  - Modify the text wrap setting for the image to **Square**.
  - Move the image just below the date and time of the event.
  - Align the image to the right side of the page.
  - Modify the picture style of the image to **Drop Shadow Rectangle**.
2. Insert and format the school logo:
  - From the Pictures folder, insert the graphic **LeafLogo.jpg**.
  - Modify the text wrap setting for the logo to **In Front of Text**.
  - Without distorting the image, move and resize the logo to fit at the far right side of the page in the white space just above the Mapleton City College contact information.

A lab report will be displayed to show how well and quickly you were able to complete the exercise. Don't worry if you didn't get 100% your first try, you can redo the applied labs as often as you like. A detailed "Explanation" is also provided. Click the X to close this window. Typically there are two applied labs per topic.

The screenshot shows a window titled "Lab Report" with a close button (X) in the top right corner, indicated by a red arrow. The window content is as follows:

Your Score: 8 of 11 (73%)  
Elapsed Time: 4 minutes 21 seconds

- ✓ Search for and insert a clip art image of Rodin's sculpture, "The Thinker."
- ✗ Without distorting the image, resize its width to approximately one inch.
- ✓ Modify the text wrap setting for the image to **Square**.
- ✓ Move the image just below the date and time of the event.
- ✗ Align the image to the right side of the page.
- ✓ Modify the picture style of the image to **Drop Shadow Rectangle**.
- ✓ From the Pictures folder, insert the graphic **LeafLogo.jpg**.
- ✓ Modify the text wrap setting for the logo to **In Front of Text**.
- ✓ Without distorting the image, move and resize the logo to fit in the white space just above the Mapleton City College contact information.
- ✗ At the bottom of the page, insert a rectangle with a height of about one half inch just below and of the same width as the blue rectangle. Use **Shape Styles** to create the rectangle with orange fill and white text.
- ✓ Add the following right justified text to the newly added shape: [www.mapleton.edu/asc](http://www.mapleton.edu/asc).

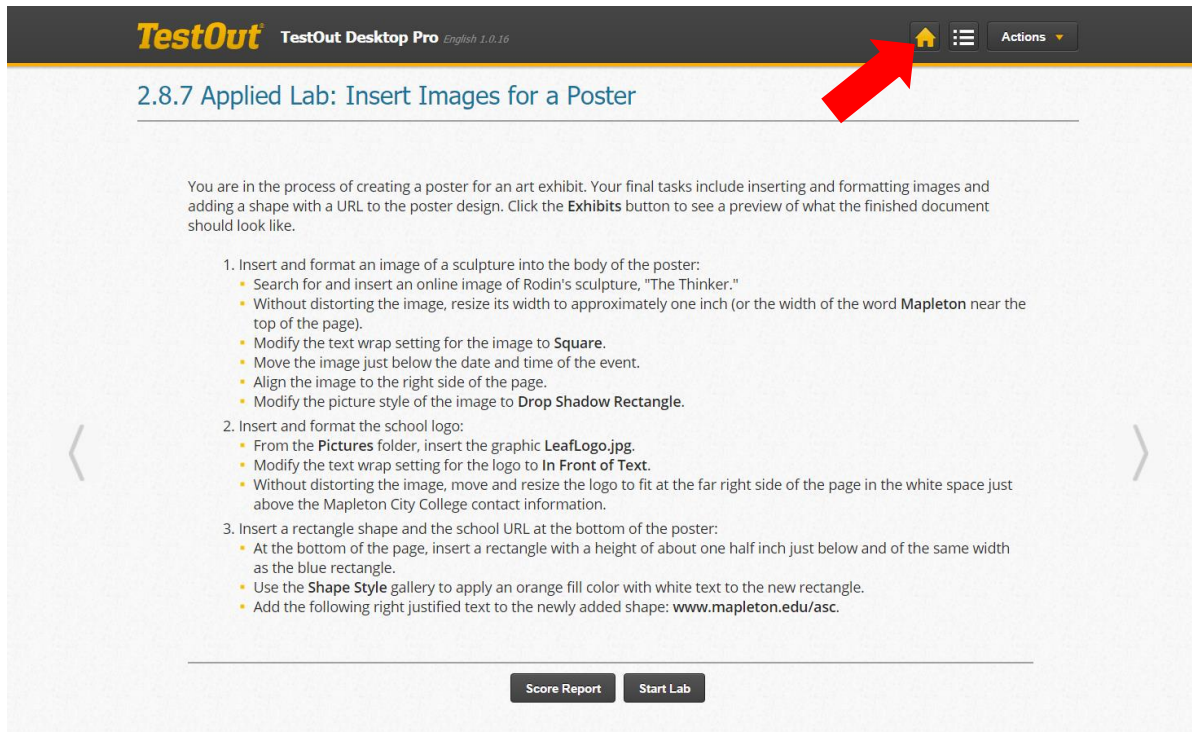
**Explanation**

To complete this lab, do the following:

- Insert a clip art image
  1. On the **Insert** tab, in the **Illustrations** group, click the **Online Pictures** button.
  2. In the **Insert Pictures** window, place the cursor in the **Search Office.com** text entry box.
  3. Type a search term such as **thinker**, and press **Enter**.
  4. Double-click the clip art image at the far left of the search results.
- Resize the clip art image
  1. If it is not already selected, click the image of the sculpture.

Done

Click the home icon to return to the main page.



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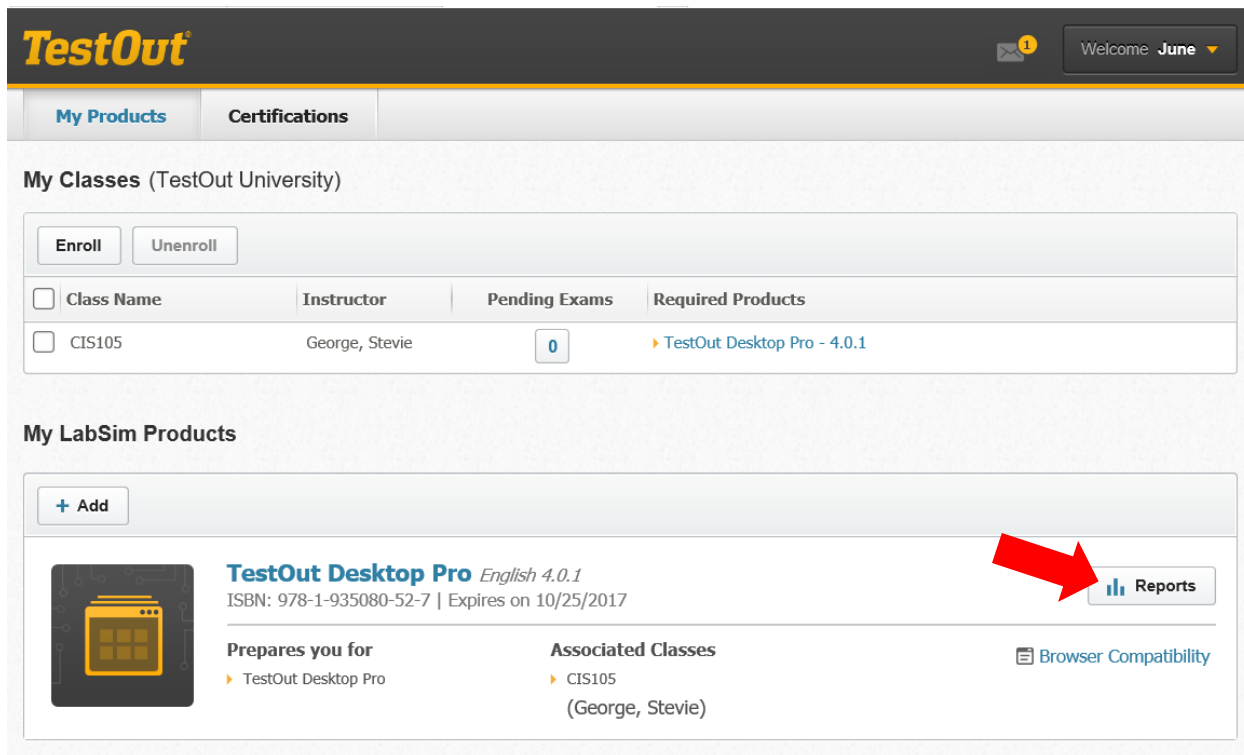
## 2.8.7 Applied Lab: Insert Images for a Poster

You are in the process of creating a poster for an art exhibit. Your final tasks include inserting and formatting images and adding a shape with a URL to the poster design. Click the **Exhibits** button to see a preview of what the finished document should look like.

1. Insert and format an image of a sculpture into the body of the poster:
  - Search for and insert an online image of Rodin's sculpture, "The Thinker."
  - Without distorting the image, resize its width to approximately one inch (or the width of the word **Mapleton** near the top of the page).
  - Modify the text wrap setting for the image to **Square**.
  - Move the image just below the date and time of the event.
  - Align the image to the right side of the page.
  - Modify the picture style of the image to **Drop Shadow Rectangle**.
2. Insert and format the school logo:
  - From the **Pictures** folder, insert the graphic **LeafLogo.jpg**.
  - Modify the text wrap setting for the logo to **In Front of Text**.
  - Without distorting the image, move and resize the logo to fit at the far right side of the page in the white space just above the Mapleton City College contact information.
3. Insert a rectangle shape and the school URL at the bottom of the poster:
  - At the bottom of the page, insert a rectangle with a height of about one half inch just below and of the same width as the blue rectangle.
  - Use the **Shape Style** gallery to apply an orange fill color with white text to the new rectangle.
  - Add the following right justified text to the newly added shape: **www.mapleton.edu/asc**.

[Score Report](#) [Start Lab](#)

From your home page you can check your progress anytime by clicking "Reports".



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Click “Run” across from any report. Let’s look at the “Score Sheet”.

**Reports** X

**1. Score Sheet**  
Shows your product specific scores.

Run

**2. Product Usage**  
Shows your time spent in LabSim.

Run

**3. Product Activations**  
Shows your product license information.

Run

This is a sample of the “Score Sheet” with all the resources or activities selected. Typically instructors are most interested in your “Highest Score”, but it is always good to verify grades with your instructor who also has access to this same detail.

Resource	Time In Resource	Newest Score	Highest Score	Lowest Score	Average Score	Attempts
2.4.4 Skills Lab: Modify Fonts	3 Minutes 51 Seconds	100% (4/28/2015 11:44:34 am)	100% (4/28/2015 11:44:34 am)	100% (4/28/2015 11:44:34 am)	100%	1
2.4.5 Challenge Lab: Modify Fonts	2 Minutes 16 Seconds	100% (4/28/2015 11:47:20 am)	100% (4/28/2015 11:47:20 am)	100% (4/28/2015 11:47:20 am)	100%	1
2.4.6 Font Tips						0
2.4.7 Applied Lab: Prepare a Resume	1 Minute 45 Seconds	80% (4/28/2015 11:49:41 am)	80% (4/28/2015 11:49:41 am)	80% (4/28/2015 11:49:41 am)	80%	1
2.4.8 Applied Lab: Format a Math Worksheet	1 Minute 17 Seconds	100% (4/28/2015 11:51:05 am)	100% (4/28/2015 11:51:05 am)	100% (4/28/2015 11:51:05 am)	100%	1
2.5.1 Paragraph and Line Spacing						0

Enjoy your training!