

Sign up for G-Metrix (Certification Training)

- Register at gmetrix.net
- Make sure you can remember your username/password – I recommend your school log in
- Double click G-Metrix on the Desktop (Icon says GMX)
- Log In - Access Code: 44471-KDIT-35171
- Click “Start a New Test”
- Choose “Office 2019”
- Choose “Word Associate 2019 Practice Exam 1” → “Training Mode”

The screenshot shows the G-Metrix Excel Practice Test interface. The main window displays an Excel spreadsheet titled "Rental Rates" with a table of ski packages. The interface includes a task bar at the bottom with buttons for "TASK 1" through "TASK 5" and "HELP". A status bar at the bottom indicates "Project 1 of 7" and "00:00:10".

Callout 1: You must click on each task to get the prompt to complete it. Once you are done with a task click “Mark Completed” and then click the next task.

Callout 2: Click “HELP” for hints and specific steps. NOTE: Tests will not have hints so you must remember the steps before testing!

Callout 3: Click “Grade Project” once you have completed all tasks.

Callout 4: Click “Save Project” if you are not done and need to stop for any reason. Save to your computer for access later.

Item #	Packages	Full Day	Half Day
1	Adult Ski	\$ 27	\$ 20
2	Junior Ski	\$ 20	\$ 15
3	Performance Ski	\$ 39	\$ 25
4	Demo Ski	\$ 59	\$ 35
5	Nordic Ski	\$ 27	\$ 20
6	Snowblade	\$ 25	\$ 20