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"

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.

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

Click "Grade Project" once you have completed all tasks.

Click "Save Project" if you are not done and need to stop for any reason. Save to your computer for access later.