Skill Testing – Part 1

Word –

1. Open Microsoft Word, (1 point)
2. Create simple document about yourself which includes (3 points):
	1. two font sizes,
	2. two text colors and
	3. a numbered list of your 3 favorite things
3. Save this document with file name: Your Initials\_Month\_Year.doc (ex: AI\_Sept\_2016.doc) (1 point)

Email attachment to Andrea

1. Send email to Andrea: aing@pwpl.info using your work or personal email address. (1 point)
2. Attach the Word document you created to this email. (1 point)

**Part 1**

**\_\_\_\_/7 points possible**

Skill Testing – Part 2

Internet Search – Using Google

1. What is the address of the Marquette City Hall. (1 point) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
2. What is the phone number for the Marquette Regional History Center (1 point) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
3. What is the next show at the Forest Roberts Theatre (1 point)

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1. What event is being held on Baraga Avenue, October 8th (1 point) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

What’s Next?

1. Using the Kent District Library’s Database <http://ww2.kdl.org/libcat/whatsnext.asp> find the name of the third book in Stephen King’s Bill Hodges Trilogy. (1 point) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
2. Again, using KDL’s website - What is the name of the series that Ian Rankin’s book “Even Dogs in the Wild” is part of? (1 point) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
3. Using [www.amazon.com](http://www.amazon.com) find out how many seasons of Downton Abbey are available. (1 point) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Catalog Search <http://uprl.ent.sirsi.net/client/en_US/pwpl/>

1. Do we own the book from question #5? If so, list the call number off of a print edition of this book. (1 point)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. There is another item in the catalog with the same title as the book from question #5. What is the format of this item (book, dvd, music cd, etc) ? (1 point) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
2. What is the oldest Terry Pratchett book that the catalog shows we own? (1 point) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Patron Account login

1. In order to login to a patron account online, what two pieces of information are needed? (1 point) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

PWPL Website [www.pwpl.info](http://www.pwpl.info)

1. Name a library program taking place on Thursday, October 6th (1 point) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Money handling

1. Black and White copies are $0.15/each. If a patron makes 10 copies and then pays you with two dollars, what is their change? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Part 2**

**\_\_\_\_/13 points possible**

**Total**

**\_\_\_\_/20 Total points**

**Must have 90% or 18 correct to pass.**

**Results from Filing Test**

Alphabetical score: \_\_\_\_\_\_\_\_\_\_\_\_\_\_ (\_\_\_\_/37)

Dewey score: \_\_\_\_\_\_\_\_\_\_\_\_\_ (\_\_\_\_/47)

Total score: \_\_\_\_\_\_\_\_\_\_\_\_\_\_ (\_\_\_\_/84)

**Must have 80% or 67 correct to pass.**