



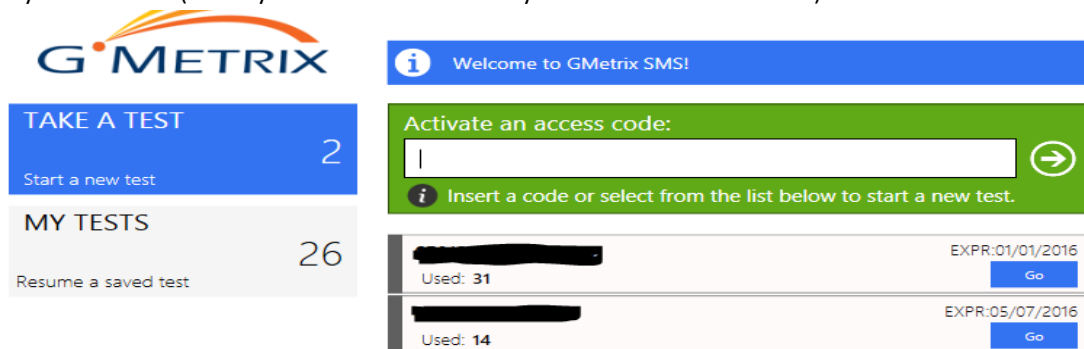
## GMetrix MOS Practice Tests Quick Start Guide

### Installation Instructions

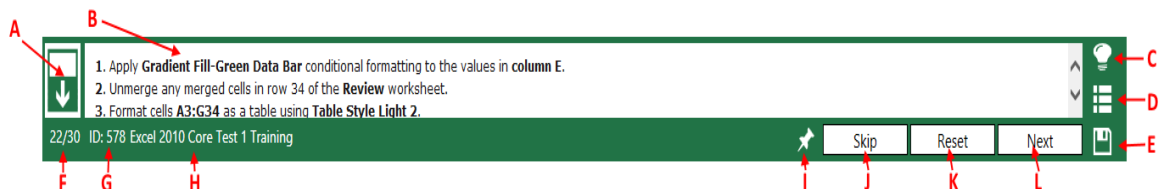
1. Download the latest version of the GMetrix SMS client at [www.gmetrix.net/downloads](http://www.gmetrix.net/downloads).
2. When prompted by your internet browser, select the Run option.
3. Follow the on-screen prompts in the GMetrix setup wizard to complete the installation process. Once completed,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

## Special Instructions for Proxy Server Environments

If your organization only allows internet access through a proxy server, the GMetrix practice tests may be blocked from verifying your login information or synchronizing your test results with the GMetrix Administrator. If this situation occurs, please consult with your network system administrator and have them configure proxy server settings by clicking the  icon on the GMetrix SMS login screen.

## Special Instructions for Computers Using Restoration Software

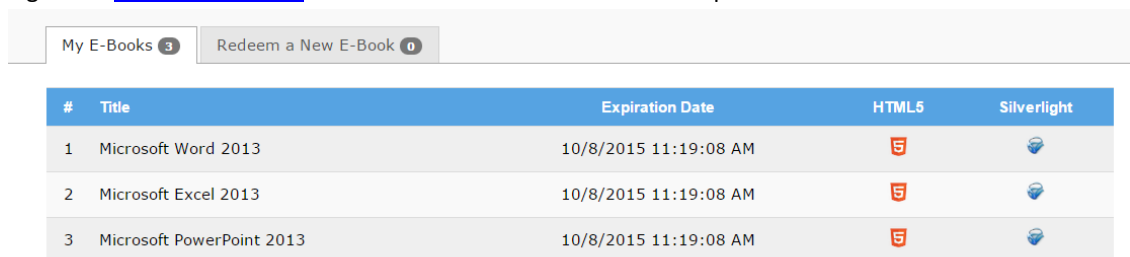
If your organization installs restoration software such as Deep Freeze on its computers, the GMetrix project tests may not be able to save data properly. If your organization provides you with a personal storage drive, you can change the project test save location by clicking the  icon on the GMetrix SMS login screen and changing the Saved Projects Directory to somewhere on your personal drive.







## Software Updates

GMetrix SMS automatically searches for available updates from the server whenever it is launched. If an update is available, you will be informed via an alert on the login screen. It is recommended that you keep GMetrix SMS as up-to-date as possible for the best user experience.

## Accessing E-Book Resources

1. Sign in to [www.gmetrix.net](http://www.gmetrix.net) and click on the E-Books tab at the top of the screen.



#	Title	Expiration Date	HTML5	Silverlight
1	Microsoft Word 2013	10/8/2015 11:19:08 AM		
2	Microsoft Excel 2013	10/8/2015 11:19:08 AM		
3	Microsoft PowerPoint 2013	10/8/2015 11:19:08 AM		

2. To activate a new e-book, select the Redeem a New E-Book tab and click on Redeem New Access Code.
3. To access your redeemed e-books, select the My E-Books tab and find your desired text. Then click on the HTML5 or Silverlight icon to the right to launch the book (If you experience any issues launching your e-book, please make sure your browser is up to date and/or verify you meet the Silverlight system requirements at <https://www.microsoft.com/getsilverlight/locale/en-us/html/installation-win-SL5.html>).

## System Requirements

**Operating System:** Windows Vista SP2, Windows 7 SP1, Windows 8, Windows 10

**Software:** .NET Framework 4.5 or newer, Full installation of Microsoft Office 2010 or 2013 (matching the version you are testing for), Adobe Flash Player 10 or newer.

**Internet:** GMetrix SMS requires a high-speed internet connection.

## Customer Support

For additional questions regarding the GMetrix SMS practice test software or for assistance with troubleshooting please contact us at [support@gmetrix.com](mailto:support@gmetrix.com) or at (801)607-5475.