



# Technology Quiz

## Part 1

*A patron since 1965, Dewey Decimal knows his way around a library. He is not, however, very familiar with computers. When he enrolled in an online history class, Mr. Decimal knew he might need help completing his assignments. Today, he has asked you to help him research a United States President and email his findings to Mrs. I. M. Stern, his history teacher.*

1. Search for and find biographical information about any United States President from two different websites.
2. Copy and paste the information you locate into a Microsoft Word document.
3. Save this document to the desktop using your last name and the current year. (Ex. Smith22)
4. Log in to the following account at [www.gmail.com](http://www.gmail.com) to send an email to the patron.
  - Username: [emptechquiz@gmail.com](mailto:emptechquiz@gmail.com)
  - Password: Quiz1234
5. Compose a new email and attach the document you created in step 3.
6. Send the email to [circulation@bpls.org](mailto:circulation@bpls.org).

## Part 2

1. Using a web browser, access the library's home page ([www.bplsonline.org](http://www.bplsonline.org)).
2. Find the BPLS Employment page at *About* → *Employment Opportunities*.
3. Open the Tech Quiz Pt 2 file.
4. Format the document as follows.
  - Change all text to Times New Roman font.
  - Center and bold the main heading. Change the font size to 20.
  - Bold the subheadings.
  - Indent the first line of each paragraph.
5. Save this document to the desktop using your last name, the current year and "Pt2". (Ex. Smith21Pt2) If you are interviewing onsite, this part is complete; if your interview is remote, please use the email account from Part 1 to email this document.

### Part 3

1. Return to the library's home page ([www.bplsonline.org](http://www.bplsonline.org)).
2. Find the link to open the library online catalog.
3. Using the search box, find a juvenile non-fiction book on dogs.
4. Access the full record for the title of your choice and use the email account listed in Part 1 to email the link to [circulation@bpls.org](mailto:circulation@bpls.org). In the email, please note the date of publication for the title you chose.

### Part 4

1. Return to the library's home page ([www.bplsonline.org](http://www.bplsonline.org)).
2. Find the BPLS Employment page at *About → Employment Opportunities*.
3. Open the Tech Quiz Pt 3 file.
4. Format the document as follows.
  - Make all edits to the Bedford tab.
  - Enter 2/28/21 for the date in the upper right. Make sure dates are entered under the days of the week.
  - Enter the data from the table below in the appropriate column and rows. Use the **Amount Tendered** column.
  - No other parts of the spreadsheet need to be filled out.

Fine Summary by Fine Types and Payment Methods 3/6/21

Fine Type	Payment Method	Number of Transactions	Fines added	Amount Tendered
Café Totals	Cash	20	8.50	8.50
Café Beverages	Cash	6	3.00	3.00
Card Replace	Cash	1	1.00	
Fax Fees	Cash	2	1.00	1.00
Friends Booksale	Cash	12	20.00	20.00
Overdue Items	Cash	12	1.05	12.75
Totals			34.55	45.25

5. Save this document to the desktop using your last name, the current year and "Pt3". (Ex. Smith21Pt3) If you are interviewing onsite, this part is complete; if your interview is remote, please use the email account from Part 1 to email this document.

### Part 5

How would you explain the process of using a search engine to a patron who needs help finding a local business? How might that process be different if the patron is looking up information on a medical condition?