

Creating the Examiner's Security Checklist 2010 - WESTEST 2

Complete the five steps listed below to create an Examiner's Security Checklist from the School Security Checklist.

- Replace "School Security Checklist" with the title "Examiner's Security Checklist"
- Enter student names
- Set page breaks
- Set print area
- Write the Examiner's name on the document after printing

Note: The header information is set to print on all pages.

Replacing "School Security Checklist" with "Examiner's Security Checklist"

1. Click the cell containing the words "School Security Checklist."
2. Replace the word "School" with "Examiner's."
3. Save the spreadsheet as "Examiner's Security Checklist."

Entering Student Names

Names can be entered onto the checklist prior to printing, or handwritten after printing the document.

Entering names prior to printing

1. Copy the student names from a class roster in Excel or Word.
2. Paste the student names under the heading "Names" on the Examiner's Security Checklist.
3. Each name should be adjacent to a "Test Book Security Number." (One name per Cell/Row)

Entering names after printing

1. Write the name of each student under the heading "Names".
2. Each name should correspond with a number listed under the heading "Test Book Security Number."

Removing Page Breaks (Excel 2007)

1. Select row containing the page break by clicking on the row number.
2. Select page layout, click "Break" and left click on "remove page break."

Inserting Page Breaks (Excel 2007)

Page breaks should be inserted after the last student name for each Examiner.

1. Select the row below where page break is to be inserted by clicking on the row number.
2. Select page layout, click "Break" and left click on "insert page break."

Printing the Document (Excel 2007)

If unaltered, the page breaks are set to print ten test book numbers (rows) on a sheet, and each page will contain the complete header information.

1. Place the cursor on the icon (large circle with Microsoft logo inside) in the **upper left** corner of the tool bar.
2. **Left** click the mouse.
3. Find the **Print** option and move the cursor over the word **Print**.
4. Three options will appear to the right (*Print*, *Quick Print* and *Print Preview*).
5. Move the cursor over the first option, **Print**.
6. Left click on **Print**.
7. In the print option window, **select** a *printer* and the *number of copies* to print.
8. Left click the **OK** button on the bottom right corner of the window.

Writing the examiners name on document after Printing

1. Print the document.
2. Write the Examiner's name on the line provided on the right side of the document.
3. Confirm you are writing Examiner's name assigned to the test books on that page.
4. Place the Examiner's Security Checklist in the Examiner's Material Kit for that Examiner.