



ASSESSMENT PRACTICE

Typing Practice

*Increasing your typing speed takes individual practice! Below are some websites to get you started. *These can be accessed from any computer with an internet connection.*

- <https://www.typing.com/> Offers lessons for beginners, intermediate, and advanced typers. Create an account to save your progress!
- <http://official-typing-test.com/> The assessment site PPL uses. We recommend the **5-minute** test!
- <https://thepracticetest.com/data-entry/criticall-911-dispatch-test/index.php> Practice alphanumeric keystrokes per hour (KPH). Click **“Start Test”** for the information, then **“End Test”** for a score.

*PPL also has the software program **Mavis Beacon** on our Access Lab computers.

General Computer Skills

*You can practice your internet, email, MS Word, and other skills at the below websites *from any computer that is connected to the internet.*

- <https://www.gcflearnfree.org/topics/computers/> Master the very basics of the computer!
- <https://www.gcflearnfree.org/topics/internet/> Learn internet vocabulary and how to safely search the web.
- <https://www.gcflearnfree.org/topics/emailbasics/> Learn how to compose, send, delete, attach, forward ... anything related to emails!
- <https://www.gcflearnfree.org/subjects/office/> Practice using **Microsoft Word** and **Excel**.
- <https://www.digitalliteracyassessment.org/launch-from/7312-FBAC-project-for-pride-in-living-ppl> Test on **Microsoft Word, Excel, and Information Literacy.**

Computer Workshops

*Want more practice? Or to learn from computer experts? **Come to a 2-hour computer workshop at the PPL Learning Center!** Calendars are found at the front desk and on our website. *Or*, connect with our computer coaches for **one-on-one help!**

- Contact **Leah** (612-455-5316) or **Virginia** (612-455-5307)!

Reading & Math Resources *Recommended for the assessment!*

- Check out the Community Resources page on PPL’s website: <https://www.ppl-inc.org/community-resources#other>. Scroll down to TABE Assessments.
- Khan Academy is a great resource for Math practice. You will need to make a free account. <https://www.khanacademy.org/math>
- <https://www.mathsisfun.com/> You can select which grade level you’d like to work on for math skills.